

JOB TITLE: EXECUTIVE ASSISTANT – Senior Management Team

SALARY: \$60,379.02- \$77,681.21 (2024-2025)


Agency:

The Children's Aid Society of Oxford County partners with parents, caregivers, and the community to provide a safe environment for children and youth through equitable, culturally aligned services. Our office is located in Woodstock, Ontario, and we provide services to all areas within Oxford County.

Position Summary:

Under the direction of the Senior Management Team, the Executive Assistant – Senior Management Team is responsible for providing a variety of confidential and specialized assignments for the Senior Management Team. This position is primarily in office and requires flexibility to work outside of standard office hours as required to accommodate evening meetings.

Main Responsibilities:

- To provide confidential administrative support to the Senior Management Team including typing, filing and organizing documents, dictation, data collection, telephone contacts, managing calendars, and the scheduling of meetings and appointments.
 - Preparing physical space and documentation for various meetings, including agendas, information packages, minute-taking, room set up and preparation of refreshments
 - Ensuring professional, detailed, and timely communication of Senior Management correspondence
 - Responsible for the processing of all Informal Complaints and Complaints received through the CFSRB, including tracking timelines, tracking and coordinating related communication, uploading related documents to CPIN and tracking annual roll-up of complaints
 - Track and follow up on outstanding Serious Occurrence Reports (SORs), provide monthly reports as required.
 - Complete identification documentation for children in the Society's care as required including Social Insurance Numbers, Birth Certificates and passports
 - Make travel arrangements for service families and staff as required including booking rental cars, train tickets and hotels as needed. Track expenses and provide regular reports as required.
- 

- Assist in the preparation of grant proposals, requests for information, surveys and other required information gathering as requested
- Coordinate on-site staff training, send out invitations, coordinate registration, prepare information packages, track attendance and be available to set up and clean up for training events.

QUALIFICATIONS:

- Post secondary diploma or certificate in Administrative Studies or Business Administration or as a Certified Executive Secretary or Administrative Assistant.
- A minimum of five years of progressive experience as an Executive Assistant and/or Administrative Assistant in the health, education, or social service field. Previous experience and knowledge in providing administrative support to the Board of Directors is preferred.
- Proficiency in using Microsoft Office including Word, Excel, Access, and Powerpoint.
- Excellent oral and written communication skills including minute-taking experience required.
- An ability to work independently and maintain a high level of confidentiality.
- Valid driver's license and transportation.

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and résumé to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **October 24, 2024**