

## JOB POSTING – Executive Assistant

**ONE KIDS PLACE – Children’s Treatment Centre** located in the Districts of Muskoka, Nipissing and Parry Sound, offers community-based rehabilitation and support services with a wide range of programs to children and youth with physical, communicative and developmental needs. Screening, assessments, consultations and intervention services are provided as part of a multi-disciplinary team approach.

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<b>POSITION:</b>	<b>Executive Assistant</b>
<b>LOCATION:</b>	Nipissing site
<b>EFFECTIVE:</b>	A.S.A.P.
<b>POSITION SUMMARY:</b>	Reporting to the Executive Director, the Executive Assistant provides administrative support to the Executive Director as well as the Senior Leadership Team, the Board of Directors and related Committees.

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### **The Opportunity:**

One Kids Place Children’s Treatment Centre is currently looking to fill the position of Executive Assistant. The primary purpose of the role is to provide administrative support to the Senior Leadership Team Support by planning, organizing and performing a daily variety of administrative tasks. These tasks require independent judgement and time management skills in prioritizing, organizing and completion of tasks within tight deadlines while ensuring confidentiality.

### **Key Areas of Responsibility:**

- Reports to the Executive Director for overall direction and supervision
- Acts as a resource person to the management team, Board of Directors and various other committees
- Schedules and coordinates Board and leadership team meetings and distributes appropriate notices and agenda packages including relevant documents/material needed for meetings
- Attends Board and management team meetings, records minutes, etc. Distributes minutes and relevant information to the Board members and staff involved
- Processes (including typing, copying, filing, mailing) all routine and confidential materials for the Executive Director
- Assists the Executive Director with presentations such as prepare templates, proof-read and format presentations into final copies
- Maintains policies and procedures and ensures all documents are accurate and up to date
- Maintains accurate and organized filing system for all of the agency’s agreements (clinical, educational, Ministerial and facility maintenance).
- Coordinates events (i.e. all staff meetings, retreats, Annual General Meetings) including the preparation of meeting materials, catering, reserving location and set up.
- Provides administrative back-up support in the absence of the Administrative Assistant in the other departments
- Demonstrates knowledge of and ability to apply relevant legislation (e.g. Human Rights, Health and Safety, PHIPPA) and technology (videoconference, OTN, and teleconference applications) to effectively support the senior leadership team.

- Manage senior leadership team calendars, and proactively provide options to address conflicts and changing priorities.
- Communicate with the agency's provincial association and other CTCs regarding information sharing and participate in sector-wide issues management.
- Draft expense reports and track expenses for the Senior Leadership team, and Board of Directors. Provide accountability for expenses by completing purchase orders.
- Liaise with the Development Department to coordinate Executive Director Participation at internal and external events. Draft speaking notes for consideration as requested.
- Other duties as assigned.

**Qualifications:**

- Post-secondary education in business/office administration or a related field (preferably in a health service setting) and a minimum of three to five (3 to 5) years' experience in a similar role providing executive level administrative support.
- Experience with a policy governance model, including the roles and responsibilities of all parties involved and relevant processes.
- Excellent communication and interpersonal skills and ability to use diplomacy and tact while working within a highly confidential setting
- Strong technical/computer skills including experience with online resources, word processing and demonstrated proficiency utilizing Microsoft Office software (spreadsheet and database applications)
- Advanced working knowledge of recording accurate notes or minutes and transcribing them into a final product
- Excellent time management and organizational skills. Ability to prioritize, actively seek input and problem solve
- Able to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through meeting strict timelines
- Resourceful and independent, but comfortable working within the framework of an integrated development program and team-oriented environment
- Strong independent judgement, self-motivated, self-directed and able to work independently with minimal supervision
- Flexible and able to adjust to changing priorities
- Bilingual in English and French (oral and written) is considered an asset
- Travel, valid driver's license and proof of insurance required

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**COMPENSATION:** Competitive salary and benefits package

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*For an opportunity to be part of our exciting future please send your resume attention to:*

Lise Ellis, Director of Human Resources/Corporate Services  
 One Kids Place, 400 McKeown Avenue, North Bay ON P1B 0B2  
 E-mail: [recruitment@onekidsplace.ca](mailto:recruitment@onekidsplace.ca)  
[www.onekidsplace.ca](http://www.onekidsplace.ca)

One Kids Place Children's Treatment Centre is committed to an inclusive and accessible environment. Please use the above email to let us know if you require any accommodation during the recruitment process.

*We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. La version française de cette annonce est disponible sur demande.*