

Position Posting

Title: Executive Assistant (Resource Team)

The Executive Assistant is a key position in the organization that provides support to the Resource Team. The nature of support is diverse ranging from administrative coordination to operations and communications. This position deals with confidential materials and requires effective management of a high volume of information both internally and externally, as well as the ability to manage additional projects, as assigned.

If you love being part of a collaborative team, are enthusiastic about being detail orientated and are eager to build a career with Fairview Parkwood Craigview Communities, this is your seat.

Reports to: Director Policy, Legislation and Strategy

Key Accountabilities:

Service Excellence

- Maintain strong partnerships with campuses and external partners to foster high levels of engagement and collaboration
- Proactively finds solutions, whether it can be addressed by the Executive Assistant or it needs to be referred
- Reflects a positive attitude, providing courteous, timely and efficient service
- Values diversity and facilitates equity, inclusion and belonging
- Ensures security and safety protocols are followed to mitigate risk of breach of conduct or privacy

Event Coordination and Delivers

- Coordinate events (including large meetings, information sessions, recognition events and annual general meetings)
- Preparation of space and refreshments (including working with external venues and catering services)
- Ability to set-up and navigate available technology for meetings and events

Communications

- Responsible for coordinating correspondence on own initiative and as instructed
- Ability to prepare, develop and format outgoing communication materials and documents according to communication standards, policies, protocols and accessibility standards (AODA) (including newsletters, digital updates)

- Coordinates timelines across creative, quality control and production to keep projects moving smoothly and on schedule
- Works with Resource Team to understand objectives, timelines, budgets and operational requirements

Information Technology

- Primary contact for multiple websites and social media platforms (including content contributions and updates)
- Keen interest in information technology and artificial intelligence (including a curiosity for exploring and mastering new software platforms and tools)
- Proactive in staying ahead of emerging trends and advancements to drive innovation and efficiency

Administration

- Provide administrative support (including coordinating calendars, meeting set-up, lunches) for the Resource Team office (including the President & Chief Executive Officer)
- Prepare materials for internal and external meetings (including agendas and back up materials)
- Manage confidential information
- Maintain contact listings to ensure distribution of relevant material to each audience
- Information technology support for general platforms
- Other duties, as assigned

Qualifications:

The following are essential to the success of this position.

Education

- University degree or equivalent education and related experience

Experience

- Five years' experience in administrative and/or communications capacity
- Three years' experience with information technology
- Ability to demonstrate extensive coordination of events
- Ability to demonstrate experience in the communication of ideas and information in a clear, concise fashion both orally and in writing
- Ability to work independently and thrive in a fast-paced environment
- Ability to work with a high degree of discretionary judgement
- Ability to shift priorities and manage concurrent projects under tight timelines

Skills

- Serve with dignity and respect
- Support innovation and continuous improvement
- Ability to find workable solutions
- Ability to provide effective service in French (proficient in conversational French for activities of daily living) is considered an asset.

Salary Range: \$52,998 - \$61,166

Please send your application to: ekoning@fairviewmh.com.

We value diversity and inclusion and welcome applicants from all backgrounds. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

If you require accommodations throughout the recruitment, selection and assessment process, per the Accessibility for Ontarians with Disabilities Act 2005, please speak with the hiring contact. Fairview Parkwood Craigview Communities will be pleased to support you.