

Mission Statement: The creative and innovative leadership of MCRC with the Halton community will develop and deliver services to inspire and support children, their families and professionals.

Date Posted: February 4, 2020

Position: Executive Assistant

Position Start Date: ASAP

Position Type: Full Time

Number of Vacancies: 1

Location: 410 Bronte Street

Hours/Week: 35/week

Salary: \$24.00/hour

Reports To: Rebecca Barrows-Vrankulj, Executive Director

Job Description/Responsibilities:

- Conserves the Executive Director's time by providing confidential administrative support
- Prepare, compose and proof-read correspondence and reports on a variety of matters, both confidential and routine; draft replies for non-routine matters for the consideration of the Executive Director
- Maintains the Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Provide support for the Board of Directors including the development of agendas, meeting minutes and the annual Board calendar ensuring Accreditation standards are included and maintained
- Develop and maintain confidential and information filing systems including maintenance of records for the Executive Office team attendance and vacation
- Manage the Executive Director's emails in their absence to ensure information is disseminated to staff as needed and ensure timely responses to urgent requests for information
- Provide issues management ensuring that correspondence, messages and other communications get to the appropriate staff for response and ensure the Executive Director is aware of inquiries/issues and ongoing status
- Engage in meaningful interactions through face-to-face and telephone conversations to all inquiries
- Other duties as assigned

Qualifications:

- Post-secondary diploma or degree; business qualifications or office administration an asset
- Five to eight years working in a senior administrative role
- Experience providing Executive support

- Analytical, innovative and a strategic thinker
- Advanced Microsoft Office skills including Word, Excel, Publisher
- A self-starter with well-developed project management and organizational skills and the ability to carry out instructions without detailed direction
- Strong interpersonal skills with the ability to build respectful and inclusive relationships with internal and external partners
- Strong oral and written communication skills including the ability to listen deeply and provoke others thinking through questions, observations and reflections
- Exceptional organizational skills with the ability to effectively manage projects, work under pressure to manage conflicting deadlines while maintaining them
- Demonstrates superior writing, research, editing and proofreading skills
- Ability to work on complex problems and coordinate activities to develop innovation in administrative practices, and to ensure smooth and efficient communications and information flow

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodations during the recruitment process in your application email.

Please forward your cover letter and resume to Sophia Capone, Human Resources Assistant, at sophias@mcrc.on.ca