

**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.

**Position:** THRC Senior Administrative Assistant

**Date Posted:** March 2<sup>nd</sup>, 2020

**Number of Vacancies:** 1

**Location:** Primarily 410 Bronte St

**Hours/Week:** 35 hours/week (18 Month Maternity Leave Contract)

**Salary:** \$21.00/hour

**Reports To:** THRC Senior Manager Resources and Information Services

*At MCRC we create a safe environment where everyone is encouraged to self-identify and celebrate their culture, languages, and abilities as we embrace the diversity of our employees and value their contributions and perspectives. We believe the healthy development of our children and youth is a shared responsibility nurtured through effective relationship building guided by the Developmental Relationship framework. As professionals in the early years sector we recognize the importance of working towards Truth and Reconciliation with Indigenous peoples and the significant role we have towards the Calls to Action. We recognize this work is a journey, and through creating dialogue, understanding each other, and our commitment to learning, we hope to increase our knowledge and spread awareness about Indigenous histories, cultures and perspectives.*

*MCRC is committed to a fair and equal selection process. Please let us know if you require any accommodations during the recruitment process.*

#### **Job Responsibilities:**

- Contribute to the successful functioning of The Halton Resource Connection programs
- Organize and prioritize all incoming correspondences and requests
- Enter data into various databases
- Plan and schedule meetings, conferences, teleconferences, and travel
- Provide historical reference by developing and utilizing filing and retrieval systems
- Assist in the preparation of reports and presentation materials, and coordinate the distribution of reports and presentations

- Provide comprehensive administrative support for all THRC Professional Learning sessions
- Engage in meaningful interactions through face-to-face and telephone conversations to all inquiries
- Conserve the Sr. Manager's time by reading, researching, and routing correspondence; drafting letters and documents; preparing meeting minutes; collecting and analyzing information; initiating telecommunications
- Provide administrative support and back up to the Executive Assistant as needed
- Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem solving and adjusting plans
- Improve quality results by studying, evaluating and making recommendations for re-designing processes, and implementing changes

**Qualifications:**

- Post-secondary diploma or degree; Administrative Assistant qualifications preferred.
- Five to Eight years working in an administrative role

***Please forward your cover letter and resume to Sophia Capone, [Sophias@mcrcl.on.ca](mailto:Sophias@mcrcl.on.ca)***