



Competition No.: 2017-0175
Position: Executive Assistant
Classification: D.O.Q.
Conditions: Full-time, Non-unionized 6-month TERM position
Department: Administration Office
Location: 360 Broadway SECFS Office
Date Posted: November 24, 2017
Closing Date: 4:00 p.m. on December 15, 2017
How to apply: Email: tamara.cardinal@secfs.org Fax: (204) 947 – 0009

Internal Posting	<input checked="" type="checkbox"/>
External Posting	<input checked="" type="checkbox"/>
Permanent	<input type="checkbox"/>
Term – 6-months <small>Term can be extended or end earlier than specified</small>	<input checked="" type="checkbox"/>

Forward your resume (with 3 references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax. Preference will first be awarded to: a) qualified internal candidates, b) Aboriginal candidates (First Nations, Inuit or Metis) and Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

POSITION SUMMARY: The incumbent provides executive administrative support to the Executive Director, Board of Directors and Management Team. Under the direction of the Executive Director, the Executive Administrative Assistant (EAA) will perform a variety of complex and responsible duties to relieve the Executive Director and Senior Management of administrative detail. The EAA will serve as an administrative aide and confidential assistant for the Executive Director and the department Directors and will perform other duties relative to assigned areas of responsibility.

DUTIES AND RESPONSIBILITIES:

- Serving as a confidential assistant to the Executive Director and senior management;
- Composing correspondence, reports, and recommendations independently from drafts and/or oral;
- Arranging appointments, reviewing and sorting incoming mail and generally responding to routine matters;
- Organizing meetings and preparing meeting materials;
- Assisting with the development, safekeeping, and filing of Board reports and any other reports as required;
- Overseeing the maintenance of confidential files for the Executive and all relevant parties associated with the organization;
- Organizing all travel arrangements for senior management;
- Provides administrative support to the Board of Directors, including maintaining and recording minutes/motions/resolutions;
- Accesses CFSIS system as required by the Executive Director and management team;
- Participate in or manage special projects as assigned.

QUALIFICATIONS:

- An Administrative diploma from a recognized community college or a degree from a recognized university is required, or equivalent education or work experience.
- A minimum of five (5) years of work experience at a senior administrative level, preferably within the social services or child welfare system;
- A valid driver’s license and reliable vehicle is required;
- Required to work flexible hours in response to crisis or agency need with the unrestricted ability to travel as required;
- Satisfactory Criminal Records Check, Child Abuse, Adult Abuse Registry checks is a requirement of all SECFS employment positions.