



## **Camp Ooch & Camp Trillium**

### **Job Posting: Executive Assistant**

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are! Cancer changes a child's life. So does camp. And so can you. Learn more at [www.ooch.org](http://www.ooch.org).

**Location:** Toronto, Ontario, Canada – 464 Bathurst St. This role is currently working remotely from home. We expect this to be a hybrid work from office/work from home role in the future.

#### **Position Summary**

Reporting to the Chief Executive Officer, the Executive Assistant is accountable for the efficient, effective professional operation of the office of the CEO through project management, communications and general administrative coordination including administrative support to the executive leadership team and the Board of Directors.

#### **Responsibilities**

##### **1. Chief Executive Officer Administrative Support**

- a) Maintaining the calendar and schedule including meetings, reminders, conferences and travel.
- b) Managing contacts and distribution lists
- c) Preparing documents for staff, managers and leadership team meetings; taking minutes and following up on actions to completion.
- d) Maintaining an organized and efficient filing and document tracking system for both soft and hard copy filing.
- e) Following up on projects and tasks in order to maintain an organized, efficient Chief Executive Officer's office.
- f) Assist in the preparation of documentation and presentations.
- g) Prepare and submit expenses
- h) Responding to communications to the Chief Executive Officer's office

## 2. **Board of Directors Administrative Support**

- a) Managing the administration of the Board of Directors and its committees, including booking arrangements, sending meeting communications, drafting agendas, and preparing meeting packages. Manage the preparations for Board meetings including catering and any AV requirements.
- b) Providing administrative support to the CEO in preparation for Board and Committee meetings.
- c) Coordinating the onboarding and offboarding activities of Board members.
- d) Updating the Board Portal on regular basis with meeting documents and communicate changes and additions to Board and Committees.
- e) Preparing minutes at Board and committees meetings, obtain approvals and distribute minutes as required.
- f) Record, track and proactively follow up on meetings actions and completions of the same.

## 4. **General Office Administration**

- a) Coordinate staff meetings and retreats, catering, AV requirements, room set up, gifts and prizes and speaker liaison for staff events including quarterly staff meetings, annual holiday party, professional development, conferences and team building events.

## **Desired Experience and Qualifications**

- a) Related post-secondary education, preferably in business or office administration.
- b) 3-5 years of experience as an administrative assistant to a senior executive.
- c) Strong written and verbal communication skills.
- d) Proficient at minute taking for Board of Director meetings.
- e) Advanced capability with Microsoft Office Suite including Outlook, PowerPoint, Word and Excel.
- f) Demonstrated ability to process data and communication information quickly and accurately.
- g) Experience working in a fast-paced work environment successfully meeting deadlines for multiple priorities.
- h) Extremely detail oriented and organized.
- i) Adaptable to changing priorities, has a solution oriented mindset and is proactive with taking initiative.
- j) High level of discretion and the ability to deal with highly sensitive information.
- k) Experience in customer relations role and appreciation of donors/stakeholders.
- l) Database knowledge and understanding, experience with Raiser's Edge is advantageous but not required.
- m) Valid G class driver's license is required.
- n) Current police reference check (can be with onboarding).

## *Advantageous Criteria*

- a) An understanding of the power of camp.
- b) Demonstrated commitment to volunteerism or volunteer sector.

## **Particular Working Conditions**

- a) The position involves some evening and weekend commitments.
- b) The position involves some travel including evenings and weekends.

- c) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.
- d) The job is performed in a generally hazard free environment and in a clean atmosphere.

### **Compensation & Benefits**

This position offers a competitive salary, full benefits package, vacation, and professional development.

### **To Apply**

Please send a cover letter, resume and expected salary to [careers@ooch.org](mailto:careers@ooch.org) with the email subject reading **2021014 – Executive Assistant**.

*We will expect to commence screening applicants the week of April 26, 2021. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit [www.ooch.org](http://www.ooch.org) - No phone calls please.*

### **Equal Employment Opportunity**

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

### **Accessibility**

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.