



CAMP OUCHIGEAS

Job Posting: Executive Assistant 14-Month Contract

Overall Purpose

The Executive Assistant is accountable for the efficient, effective professional operation of the office of the Chief Executive Officer through project management, communications and general administrative coordination and for some administrative support to the Chief Financial Officer, Operations, Site Expansion & Special Projects, Development and Programs and the Board of Directors. In addition, the role is accountable for the administrative functions in the Toronto office in order that Camp Oochigeas achieves its mission of providing kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Reports to: Chief Executive Officer

Specific Accountabilities

1. **Board of Directors Administration (20%)**
 - a) Manage the administration of the Board of Directors and its committees, including booking arrangements, sending communication regarding meetings, drafting agendas, meeting packages, presentations with the Chief Executive Officer, and preparing and sending meeting materials. Manage the preparations for Board meetings including catering and any AV requirements.
 - b) Provide administrative support to the Chief Executive Officer for Board and Committee meetings.
 - c) Prepare orientation materials for incoming Directors and gifts for outgoing Directors.
 - d) Update Board Portal on regular basis with meeting documents and communicate changes and additions to Board and Committees.
 - e) Prepare minutes at Board and committees meetings, obtain approvals and distribute minutes as required.
 - f) Follow up on meetings actions and completions of the same.
2. **Chief Executive Officer Administration (60%)**
 - a) Maintain the calendar for the Chief Executive Officer including meetings, reminders, conferences and travel.
 - b) Prepare documents for staff meetings; take minutes and follow up on actions.
 - c) Manage contacts and distribution lists for Chief Executive Officer.

- d) Follow up on projects and tasks in order to maintain an organized, efficient Chief Executive Officer's office.
- e) Assist in the preparation of major documents and presentations.
- f) Coordinate the registration and travel for the CEO.
- g) Submit Chief Executive Officer's expenses & mileage for repayment; reconcile MasterCard charges.
- h) Assist with designated projects as required.
- i) Respond to communication to the Chief Executive Officer's office and represent him during his absence.

3. HR Support (5%)

- a) Assist with interview process including job descriptions, job postings and scheduling of interviews.

4. Office Administration (15%)

- a) Complete special projects as assigned.
- b) Coordinate all staff 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.
- c) Coordinate conference calls.

Ethics

Help ensure that the integrity, image and quality of all work is consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the Canadian Code for Volunteer Involvement and the Code of Ethics of the Association of Fundraising Professionals.

Key Relationships

1. He/she works collaboratively with members of the Board of Directors, Committee Chairs and their assistants.
2. He/she works co-operatively with all staff on executive and office administration.
3. He/she works with external contacts and suppliers.

Experience and Qualifications

Required Criteria

- 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) Advanced capability with Microsoft Office Suite including Outlook, PowerPoint, Word and Excel.
- e) Demonstrated ability to process data and communication information quickly and accurately.
- f) High level of discretion and the ability to deal with highly sensitive information.
- g) Experience in customer relations role and appreciation of donors/stakeholders.
- h) Database knowledge and understanding, preferably Raiser's Edge.
- i) General knowledge of operations, systems and office process improvements.
- j) Valid driver's license.
- k) Current police reference check.

Advantageous Criteria

- a) Experience in donor or customer relations role.
- b) Experience in minute taking.
- c) An understanding of the power of camp.
- d) Demonstrated commitment to volunteerism or volunteer sector.

Personal/Professional Characteristics

Enthusiastic, accurate, detail oriented, service oriented, excellent time-management and organizational skills, flexible, diplomatic, discreet, able to work in a small office environment, excellent oral and written communication, able to meet deadlines and work well under stress, analytical, problem solving skills, sense of fiscal responsibility, able to work independently and with a team.

Particular Working Conditions

- a) The position involves some evening and weekend commitments.
- b) In consideration of the population Camp Oochigeas serves, the Executive Assistant is a non-smoker.

Accessibility

Upon request, Camp Oochigeas 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.

Remuneration and Benefits

This position offers a competitive salary and paid vacation.

Accommodation

Camp Oochigeas has a Policy on the Accommodation of Employees with Disabilities. It deals with the submission of requests by employees for accommodations on the basis of disability. If you would like a copy of the policy, or to submit a request, please contact our Human Resources department.

Start Date: June 2019

To Apply

Please send a cover letter, resume and expected salary to hr@ooch.org by **May 23, 2019** with the email subject reading **Executive Assistant**.

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

*Executive Assistant- Hiring Committee
Camp Oochigeas
464 Bathurst St.
Toronto, ON M5T 2S6*

Fax: 416 961 2267

Email: hr@ooch.org

No phone calls please

Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit www.ooch.org

Camp Oochigeas is committed to employment equity and encourages applications from all qualified applicants.