

JOB OPPORTUNITY NOTICE

Executive Assistant to Associate Director, Support Services PASS Grade 4 \$69,868 to \$76,345

Reporting to the Associate Director, Support Services, the incumbent will provide highly confidential administrative support related to the Associate Director's portfolio of system responsibilities. The incumbent will act as the front-line representative and a key liaison to effectively manage and coordinate information between the Associate Director, trustees, Executive Council, senior management, school administrators, employee groups, internal stakeholders, the public, community partners, Ministry of Education and government offices. The incumbent is a pro-active systems thinker who can effectively manage multiple tasks, shifting priorities, and urgent timelines while maintaining strict confidentiality with all information shared verbally, written, internally and externally. The incumbent utilizes professional discretion and mitigates potential issues through constant proactive awareness on emergent concerns and providing updates to the Associate Director, Support Services.

Duties include but are not limited to:

- Receive and respond to inquiries and concerns, both verbal and written, from internal and external stakeholders on behalf of the Associate Director, Support Services
- Research and compile required information for meetings, reports, inquiries, agendas and presentations on behalf of the Associate Director, Support Services
- Plan and co-ordinate meetings, activities, and events related to the Associate Director's portfolio of system responsibilities
- Schedule the Associate Director's calendar
- Maintain confidential files and records including budget reports
- Provide administrative support and minute-taking for Board committees
- Provide administrative support to the Senior Manager of Business Services including, but not limited to, confidential legal contracts and risk management
- Liaise with all staff within the departments overseen by the Associate Director, Support Services
- Exercise professionalism and political acumen to represent the Associate Director's office through all correspondence and interactions with internal and external stakeholders

Qualifications:

- A community college diploma/certificate in Executive Office Administration or related field of study
- Minimum five years of relevant experience in a high growth and rapidly changing environment, preferably in the public sector
- Experience with legal contracts and risk management would be an asset
- Comprehensive knowledge and understanding of Ministry of Education and Board policies and procedures
- Thorough knowledge and understanding of the Board mission, annual plan, policies, and directives
- Superior ability to manage multiple tasks and prioritize with an eye to consistently producing high quality work and meeting deadlines in a demanding environment
- Highly developed interpersonal skills with an emphasis on teamwork, problem solving, decision making, conflict resolution and client service
- Excellent written and verbal communication skills, meticulous attention to detail and proofreading abilities
- Creative problem solving skills and sound professional judgement with the ability to maintain confidentiality to sensitive matters and high profile issues
- Thorough knowledge and understanding of the complex and reciprocal connections among different elements of the Board
- High level of proficiency using Microsoft Office and web meeting tools
- Availability and flexibility to work outside of regular business hours when required

Deadline for submission is 4:00 p.m. on Friday, October 23, 2020.

Please apply by emailing a cover letter, resume, and three professional references with email contact and permission to contact references to: mycareerPASS@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve and global/international experience is valued. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.