

External Posting

**Executive Assistant and Board Liaison
Manitoulin Family Resources
\$54,600.00 – \$61,880.00/year**

Position Summary

Manitoulin Family Resources is looking for a dynamic, motivated, detail-oriented Executive Assistant (EA) and Board Liaison to join our team and support our Executive Director (ED) and Director of Finance. This position provides leadership, organization, administrative and project management support to the ED and the Board. **The successful candidate will have strong multi-tasking and communication skills, solves problems before they arise, and is able to meet deadlines with frequent interruptions.**

Working Conditions

- Work will generally be performed at the Administrative Building in Mindemoya
- Hours will be undertaken during regular business hours with flex time permitted, and on call duties tended to as necessary

Major Responsibilities/Duties:

- Assist and support the ED by monitoring and managing the ED schedule, and communicating preparation requirements to other staff as needed
- Coordinate and make arrangements for Board and Committee meetings and other special events
- Support the Board of Directors through the coordination of information and communications to Board members including being the key person accountable for the timely and efficient delivery of board and committee meeting packages
- Draft memos, reports, and other correspondence and communications, and assist as required with government relations activities
- Update and assist with content for MFR's website and social media channels as required
- Provide administrative and project management support as required on special projects
- Maintain and update contact lists
- Work professionally, collaboratively and respectfully with all colleagues and stakeholders.
- Other tasks as assigned

QUALIFICATIONS AND EXPERIENCE

Education, Knowledge and Experience

- Post-secondary education in communications, business administration, or a related field, or equivalent in education/experience
- Knowledge of, or experience in, non-profit organizations, Board support an asset
- Extensive computer experience including database management

Skills, Abilities and Competencies

- Highly professional and strong interpersonal skills, including maturity, diplomacy, and ability to create positive and professional relationships with all stakeholders
- Excellent verbal and written communication skills
- Ability to take initiative and leadership, as well as be a strong team player
- Planning and organizational skills
- Attention to detail and high level of accuracy
- Positive, energetic, solutions-oriented attitude

**Violence Against Women Prevention - Haven House Shelter & Outreach Counselling
Children's Services – Manitoulin Early ON Child and Family Centre, Centre based & Home Childcare
Help Centre – Food Bank and Thrift Shop**



**P.O. Box 181 Mindemoya, ON P0P
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t: 705.368.3400**

- Valid driver's license, additional insurance as required, and access to a reliable vehicle
- Insurable driver's abstract and clear VSS required, in an ongoing capacity as condition of employment

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

Deadline for applications: Open until position is filled.

PLEASE NOTE: Due to the volume of applications, only those selected for an interview will be contacted.

Please forward applications to:
Colleen Hill
Executive Director, Manitoulin Family Resources
chill@mfresources.net