

## **REQUIRES FULL-TIME EXECUTIVE ASSISTANT/OFFICE MANAGER**

### **BASIC INFORMATION**

**Job Title:** Executive Assistant/Office Manager  
**Status:** Full Time  
**Reports to:** Executive Director  
**Direct Reports:** Administrative Support Team

Community Living Sarnia-Lambton (CLSL) is a charitable, Not-for-Profit organization dedicated to providing support services for people who have a developmental disability, and their families, and promotes opportunities to participate effectively in the community and that respect individual choice and goal achievements.

### **POSITION SUMMARY**

The Executive Assistant/Office Manager is responsible for providing comprehensive support to the ED, Board of Directors, and Management Team, as well as be responsible for managing CLSL's central office operations and assisting with public relations, events planning and communications. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### **PRIMARY RESPONSIBILITIES**

- Assist the Executive Director and the Board of Directors in all matters, as needed;
- Make necessary arrangements and prepare agendas, documents, correspondence, and presentations for submission to the ED, Board of Directors, committees, and other meetings, and record respective minutes;
- Assist in adherence to compliance with applicable legislation, regulations, and bylaws regarding Board matters;
- Meet with individuals, special interest groups and others on behalf of the ED and Board of Directors to discuss issues and assess and recommend various courses of action, as required;
- Liaise with management on behalf of the ED, Board of Directors, and committees to provide a bridge for smooth communications;
- Act as spokesperson for the ED, the Board of Directors and for CLSL, as required;
- Assist with development and implementation of communication strategies for people supported by CLSL and employees, and for media relations, social media, CLSL promotions and public education, and assist with respective preparation of brochures, reports, newsletters, and other material;
- Oversee, manage and co-ordinate CLSL's administrative procedures and review, evaluate and implement new procedures, as requested;
- Establish work priorities, delegate work to office support staff, and ensure adherence to deadlines and procedures;
- Co-ordinate and plan for central office needs, such as assisting in selection of vendors, ordering equipment, replenishment of supplies, and maintenance and security services necessary for the operation of CLSL;
- Oversee organization of CLSL's policies and procedures;
- Oversee records management and digitization of archives;
- Assist with planning and directing of special projects, and duties as assigned.

## **QUALIFICATIONS/EXPERIENCE**

The successful candidate will possess the following qualifications:

- Bachelor's degree or college diploma in business administration or a related executive administrative services field preferred.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience.
- Nonprofit board experience is highly preferred.
- Expert proficiency with Microsoft Office.
- High proficiency and problem-solving skills in utilizing electronic and multimedia equipment and professional skills relating to social media.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, management team, staff, community leaders, donors, and funded partners.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.

## **SALARY AND BENEFITS**

- This position is an outstanding opportunity for a highly motivated executive assistant/office manager in our organization with a starting salary proportionate with the candidate's experience.
- Group Benefits 100% Employer paid

## **HOW TO APPLY**

Community Living Sarnia-Lambton is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in and qualifications for this role.

Please submit résumé to:

Community Living Sarnia-Lambton

c/o Shelby Pitts, Human Resource Generalist

551 Exmouth Street, Suite 202, Sarnia, ON, N7T 5P6

Email: [resume@communitylivingsarnia.org](mailto:resume@communitylivingsarnia.org)

Applications will be accepted and reviewed until the position is filled.