Children's Aid Society
THUNDER BAY DISTRICT

Executive Assistant

Full Time, Permanent – (33.75 Hours/Week)

SALARY RANGE: $64,507 - $81,622

POSITION PURPOSE:

Reporting to the Executive Director, the incumbent is responsible for assisting in the implementation of the agency's strategic plan, and providing confidential administrative support to the Executive Director, Senior Leadership Team, and Board of Directors. The Executive Assistant will be directly responsible to the Executive Director, and in their absence to the Executive Director's designate.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- Post-Secondary degree or diploma with a concentration in Business or equivalent experience.
- Minimum 5-years' experience at a senior administrative level.
- Excellent administrative organizational skills.
- Skilled in conflict management, tact, and diplomacy.
- Proven ability in event co-ordination (e.g., conferences, annual meetings, special events).
- Ability to maintain high level of confidentiality, and exercise sound judgment regarding sensitive issues.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Criminal Records and Child Welfare Records Check satisfactory to the agency required upon conditional offer of employment.
- Ability to work flexible hours and travel as needed.
- Valid Class "G" Driver's License, safe driving record and access to a reliable vehicle.
- Proven ability to engage in a professional and effective manner with government and collateral agencies, and the public.
- Knowledge of Board Governance procedures and processes.

PRINCIPLE RESPONSIBILITIES:

- Responsible for special event coordination as assigned, e.g., conferences, workshops, agency wide training, retirements.
- Plan, organize and coordinate attendance at conferences and meetings, in and out of town, as required by members of Management, staff, and the Board of Directors. Responsible for other agency travel and accommodation bookings as required.
- Coordinate all Senior Leadership and Board of Director meetings; ensure proper advance notice and distribution of agenda; schedule meeting rooms and refreshments if any; attend as assigned to take minutes; ensure minutes are professionally written and distributed as directed, in a timely manner.
- Such other duties or responsibilities as assigned by the Executive Director or their designate to be completed within specified time frames.
- Provide confidential administrative support to the Chair of the Board of Directors and other Board members as required.
- Provide confidential administrative support to the Executive Director and Senior Leadership Team including word processing, filing, e-mail filing, letter/minutes/report writing, data collection, scheduling of meetings and appointments.
- Maintain a functional master file system to file and preserve agency business and service transactions including agency budgets, correspondence, and legal agreements.
- Assist in planning, organizing, and coordinating the involvement of this agency with the media to ensure it has ease of access in issues pertinent to the Executive Director and the Board of Directors.
- Responsible for the handling of all service complaint calls directed at the Executive Director and Board levels including re-direction and follow-up.

APPLICATION INFORMATION – Applications Received to 5:00 PM on November 16, 2026.

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to the prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however only those considered for an interview will be contacted.