



Employment Opportunity

Executive Assistant

This position is to provide full administrative support to the Executive Director, the Board of Directors and the management team of Catholic Charities of the Archdiocese of Toronto (CCAT)

Major Responsibilities:

- Provides administrative support to the Executive Director and his management team
- Prepares monthly Board of Directors meeting along with an agenda, minutes and other relevant documents
- Communicates effectively with CCAT Board of Directors, agencies, volunteers and other key organizations on a regular basis
- Gathers, compiles, verifies and analyzes information for use in various reports, spreadsheets, presentations and correspondence
- Assists in website management and ongoing development, including social media and intranet for staff, volunteers and agencies
- Monitors office email and respond to inquiries or requests for information
- Organizes and co-ordinates meetings, events and workshops
- Performs other duties and projects as assigned and required

Education, Skills & Requirements:

- University degree or equivalent experience
- Five years of administrative work experience preferably in a non-profit environment
- An awareness and strong commitment to Catholic tradition and the social teachings of the Church.
- Strong verbal and written communication skills
- Ability to build and maintain relationships with the CCAT team, external agencies, Board of Directors, member agencies, volunteers and other organizations
- Excellent attention to detail and strong organizational skills with the ability to prioritize multiple tasks and respond to requests in a timely manner
- A highly resourceful, collaborative team player with the ability to work effectively on an independent basis
- Experience dealing with confidential information and issues with discretion and sensitivity
- Proven ability to take initiative and demonstrate creativity in problem-solving and decision making
- Advanced proficiency with computers and various software packages

Please submit your resume & cover letter by Friday, June 2, 2017 to Rosario Pascua at rpascua@catholiccharitiestor.org

Catholic Charities of the Archdiocese of Toronto thanks all applicants for their interest in this position. However, only those candidates selected for an interview will be contacted.