

JOB POSTING
EXECUTIVE ASSISTANT
Permanent Full Time

If you have the ability to anticipate needs, think critically and offer solutions with a high degree of professionalism, tact and confidentiality Better Living has the right opportunity for you.

We are looking for an Executive Assistant to join our Senior Management Team. Reporting directly to the *President and CEO*, the successful candidate will be responsible for providing comprehensive support to President and CEO and the executive team; overseeing Better Living's business operations and the management of centralized administrative services; acting as a primary liaison with, and support to the Boards of Directors; and undertaking the planning and management of the organization's information technology and systems.

In exchange for your talent, skills, and experience, Better Living will offer you the opportunity to become part of our dynamic organization. We are proud of our strong Client centred-culture, we offer employee growth and learning opportunities, and we provide a competitive salary and benefits package. Apply today and become the newest member of our team!

The successful candidate for this position must possess the following qualifications:

- Completion of a post-secondary diploma or degree in business, communications, office administration or combination of equivalent education and work experience.
- A minimum of five (5) years experience reporting directly to a senior executive.
- Experience providing governance support to a non-profit Board of Directors strongly preferred.
- Successful completion of Vulnerable Sector Screening.
- Must possess a valid Ontario Driver's License and access to a vehicle for the purposes of business travel.

The successful candidate for this position must be able to:

- Experience working in the community services or healthcare sector is an asset.
- Consistently demonstrate a strong work ethic and providing outstanding customer service.
- Build strong working relationships with individuals at all levels of the organization.
- Act with considerable knowledge, latitude and discretion in making decisions and collaborating with others to respond to and resolve issues with limited supervision.
- Handle confidential and sensitive information and demonstrate integrity in managing these responsibilities with no exception.
- Demonstrate excellent time management, organizational and self-planning skills.
- Utilize business (e.g. Microsoft Office, Adobe Acrobat, virtual meeting platforms) with advanced proficiency.
- Apply advanced written and verbal communication skills.

- Provide support to problem solve issues related to IT infrastructure, IT support and troubleshooting.
- Work in collaboration with the senior management team to ensure that business operations and infrastructure meets the needs of the organization and enables the team to provide an exceptional standard of Client and Resident centred care.
- Oversee business operations to ensure that: work flow is optimized; future needs are anticipated; programs have the resources they require; business practices are standardized; and business continuity is safeguarded.
- Provide administrative support to the President and CEO and the Executive team
- Review and distribute incoming correspondence from the relevant government ministries, funders and other governing.
- Manage the information technology (IT) systems of the organization. In consultation with the IT Service Provider oversee planning to ensure current and future needs are met and align with strategic priorities.
- Develop, monitor and implement the Administration program budget.
- Act as a liaison and provide support to the Board of Directors of Better Living Health and Community Services, Better Living at Thompson House and Better Living Charitable Foundation.
- Ensure that the board meets all legal requirements and remain in compliance with the rules and regulations set out in the organization by-laws.
- Manages the human resource activities of the board including the recruitment, orientation and ongoing evaluation of the board and its members.

Please email or fax your cover letter and resume with attention to:

Human Resources

E-mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote ***“Executive Assistant”*** on the cover letter and e-mail subject line.

A full Job Description will be made available to qualified candidates.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.