



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Executive Assistant to the CEO

Purpose

The Executive Assistant is responsible for providing professional administrative and clerical support to the Executive Office. This position ensures AdaptAbilities operates in an organized, efficient and professional manner, while providing the necessary leadership skills to work effectively with the management team, Executive Office and the Board of Directors.

Key Functions

- Provides administrative and clerical support to the Executive Office, including but not limited to detailed calendar management, preparation of all material meetings and activities, expense report management and mail processing
- Provides administrative and clerical support to the Board of Directors, including but not limited to coordinate and schedule meetings, coordinate refreshments for meetings, meeting minutes and communication follow up
- Works in partnership with Programs, Marketing, Fund Development, Finance and Human Resources to assist AdaptAbilities in becoming the leading provider of enhanced respite care
- Communicates on behalf of the organization and the Executive Office while practicing a high degree of confidentiality and discretion
- Collaborates with management to plan and execute projects on behalf of the Executive Office and organization
- Perform other duties as required

Qualifications

- Completion of a Diploma or Bachelor's degree in Business Administration and/or related field
- 5 plus years of experience working in an Executive Administrative role; or equivalent combination of education and experience.
- Experience reporting to a board or multiple executives a great asset
- Experience in a non-profit organization is an asset
- Experience in policy writing is an asset
- Advanced experience with MS Office and Adobe Acrobat
- Ability to managing conflicting priorities
- Excellent communication and interpersonal skills
- Excellent writing skills, including proper spelling, grammar and punctuation
- Superior organizational skills with the ability to focus on multiple tasks effectively and efficiently with a high attention to detail and accuracy along with a high degree of personal initiation
- Displays a high level of professionalism, ethical behavior and problem-solving abilities
- Ability to work with minimal supervision and a frequently changing environment
- Ability to make decisions aligned with organization's vision and direction
- Must be able to clear a Police Information Check and Intervention Record Check

Working Conditions

This full time position is primarily Monday to Friday from 8:00AM – 4:30PM with the flexibility to respond and be available to organizational needs outside of scheduled hours.

Compensation Package

An attractive health and dental benefit package, paid personal days, RRSP matching and Health Spending Account including three weeks' vacation.

Deadline: August 8, 2019 – email your resume to employment@adaptabilities.ca

**Redefining the respite
CARE INDUSTRY**