



# Fontbonne Ministries

## **Executive Assistant**

FULL TIME, REGULAR POSITION-35 hours per week

SALARY RANGE: \$55,500 – \$62,500

AND HOOPP (HEALTHCARE OF ONTARIO PENSION PLAN)

### **ORGANIZATIONAL OVERVIEW**

Fontbonne Ministries is a non-profit community based charitable organization that offers diverse programming in an accepting, inclusive environment. Our priority programming includes the provision of affordable housing, access to essential services including food, clothing and hygiene products, and welcoming community space to foster connections through drop-in and friendly visiting services. Populations served include seniors, vulnerable persons, and people experiencing social isolation.

Fontbonne Ministries was founded in June 2000 by the Sisters of St. Joseph of Toronto to respond to changing societal needs. Sponsorship of Fontbonne Ministries was transferred to Catholic Health Sponsors of Ontario (CHSO) in 2022.

### **POSITION OVERVIEW**

The Executive Assistant (EA) responsible for a wide range of executive level administrative support to the Executive Director (ED), Leadership Team and Board of Directors. The EA will provide a broad range of advanced administrative functions ranging from coordination of information flow integral to the effective operations of the organization, accurate and timely delivery of senior level administrative services such as board and committee minutes and agendas, accounts payable coding and filing, reports. In their role the EA will have access to confidential human resources, finances and leadership correspondence minutes and files. The executive assistant provides proactive support as the face and voice of the business office, the first point of contact for program staff and senior team, vendors, peer agencies, and the public requiring a keen sense of tact, diplomacy, and customer service.

### **AREAS OF ACCOUNTABILITY**

#### *Administration*

- On behalf of the ED and Senior Management Team, prepares a variety of documents, reports and policies ensuring consistent formatting and content alignment with organizational standards.
- Manages a variety of organizational documentation and acts as the gatekeeper of organizational historical information and shared drive.
- Prepares annual schedules of the Board and Committees of the Board.

- Prepares, manages, and maintains all Board manuals and other organizational manuals and documents as requested by the ED.
- Attends all Board and Committee meetings and maintains the minutes and corresponding documents.
- Manages internal and external mail and delivery systems.
- Assists ED, Board and Senior Management in the coordination and implementation of corporate events and other organizational functions.
- Maintaining and updating manuals, templates, lists, and documents.
- Maintaining, organizing, and managing corporate records and information (minutes, by-laws, correspondence, etc.)
- Providing administrative support to the development and implementation, ongoing monitoring and improvement of policies, standards, and processes as they relate to the operations of Fontbonne Ministries
- Coordinating office overall function, including digital record-keeping and for access to the organization's SharePoint folder/file management
- Providing support to and coordination of special projects, as required

#### *Finance & Information Management*

- Monitors and submits expenses, reimbursements, reconciles credit card payments.
- Reconciles portfolio expenses against the monthly G/L, financial reports and report any discrepancies.
- Prepares account coding for vendor invoicing, expenses, and prepares deposits for cash and cheque receipts.
- Year End Process: ensures financial deadlines for payments and accrual submissions for the current fiscal year are made.
- Ensures the processing and filing of current electronic and paper-based corporate invoicing.
- Provides administrative oversight to confidential human resource files, orientation, new hire documentation.
- Coordinates and supports the on-boarding of new staff (Equipment and IT access)
- Administering the donation processes including receipts, record keeping, and issuing reports as requested

#### *Correspondence*

- Filters mail and e-mail daily, forwarding correspondence to the appropriate staff person, flagging time sensitive or confidential material, and responding to general enquires as necessary.
- Interfaces with agency partners and vendors relating to ongoing operations and execution of service contracts.
- Maintains and orders office equipment and supplies for the corporate office as needed.

## **EDUCATION**

Undergraduate degree in Business Administration or related discipline or combination of equivalent experience and training.

## **EXPERIENCE**

- Minimum three years of proven experience in a senior executive support position
- Experience working with board of directors and awareness of governance principles and processes.
- Experience providing administrative support to Boards of Directors
- Expert administrative abilities including advanced Microsoft Office applications (e.g. Word, Excel, PowerPoint, Teams, Adobe, Outlook, Zoom and DocuSign)
- Experience working in the non-profit sector an asset.

## **SKILLS & KNOWLEDGE**

- Very strong interpersonal skills and the ability to build effective relationships with stakeholders, including staff, Board members, external partners, vendors, volunteers, and participants.
- Excellent verbal and written communication skills, with keen attention to detail
- Excellent organizational skills and proven ability to organize workload, determine priorities.
- Demonstrated respect for diversity, equity, and accessibility with the ability to work collaboratively with others.
- Ability to exercise good judgement and demonstrate initiative.
- Strong analytical and problem-solving skills
- Flexibility in working with deadlines.

## **TO APPLY**

Please send your CV and cover letter in one pdf document to [hr@fontbonneministries.ca](mailto:hr@fontbonneministries.ca) noting "Executive Assistant" on the subject line. Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act ("AODA").

If you require accommodation during any stage of the recruitment process, please note that in your email to [hr@fontbonneministries.ca](mailto:hr@fontbonneministries.ca) While we thank all applicants, only those selected for an interview will be contacted.