



Hamilton Child and Family Supports
Soutien aux enfants et aux familles de Hamilton

EMPLOYMENT OPPORTUNITY

Hamilton Child and Family Supports was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The organization is committed to the strengthening of families, while valuing diversity and promoting equity.

We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The organization encourages applicants from all qualified individuals.

We are currently seeking a skilled and committed individual to join our team as a:

Central Administrative Assistant

Permanent Full-Time (34 hours a week)
\$60,304 - \$73,369

Reporting to the Supervisor of Communications and Fund Development, the Central Administrative Assistant is responsible for a wide variety of confidential administrative duties providing efficient, accurate, and confidential support to the organization's Executive Office and back-office support teams.

Major Responsibilities:

- Provides direct administrative and office management support to back-office Department Directors, and Executive Office as needed.
- Maintains calendars of Directors including arranging meetings, providing meeting minute-taking and distribution, scheduling various appointments.
- Assists departments in their preparations for reviews, audits or other similar processes; may assist with reporting, data collection, and other tasks as required.
- Formats and edits letters, memos, background documentation, research, reports, and presentations from draft stage to audience-ready work.
- Implements and/or maintains organized filing/document management processes.
- Provides administrative support to working groups/committees, including Board Committees, as necessary.
- Assist in organizing the organization's Annual General Meeting, including producing and distributing the Annual Report.
- Assists with regular reviews of the organization's donor database to ensure accuracy and provides general assistance for donor enquiries.
- Provides administrative assistance to fundraising programs, including Grateful Hearts.
- Assists in recruitment processes, including job postings and interview set up.
- Coordinates various document distribution and sign-off processes, including but not limited to annual declarations, policies, and employee recognition.
- Assists with creating/posting content for the organization's intranet, website and social media sites, including monitoring social media activity and forming online connections with community partners.

Key Qualifications:

- Experience in administrative support roles, ideally within the Public Sector.
- Excellent customer service and interpersonal skills providing meaningful and timely interaction with all levels of staff and external partners.
- Excellent ability to analyze information, problem-solve and make good decisions.
- Self-directed with a solid ability to organize, plan, prioritize and multi-task.
- Excellent written and oral communication with great attention to detail.
- Experience in a unionized environment is preferred.
- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint, etc.)
- Acts with integrity, trustworthiness, humility, transparency, and compassion.
- Committed to high professional and ethical standards and reflects the values and principles of the organization.
- Ability to communicate in French or another language an asset.

We believe that we are all responsible, committed, and accountable to each other to promote a culture where everyone is welcomed, heard, respected, and valued. We commit to challenging and interrupting behaviors of racism, discrimination, disrespect, intolerance, harassment, and bullying as we strive toward an environment of learning, care, and respect for each other; a place where the voices of equity-deserving individuals will be heard and acted upon as we continue our journey of healing, inclusivity, equity and growth.

As an employer, Hamilton Child and Family Supports is committed to:

- ***A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.***
- ***Providing barrier-free and accessible employment practices.***
- ***In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.***

All employees of the organization are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants must submit a current resume to careers@hamiltoncfs.ca or by Fax: (905) 522-1089, clearly indicating the Job Posting Number (**#002/25**) by February 7, 2025.