



Executive Assistant to the Chief Executive Officer

Posted: January 5, 2018
Closing date: January 26, 2018

The Organization

Since 1981, Ronald McDonald House Charities (RMHC) Toronto has served as a place to call home for families with seriously ill children undergoing treatment. RMHC Toronto encompasses a House for 81 families in downtown Toronto and seven Family Rooms in hospitals across the Greater Toronto Area and in Sudbury. The families we serve – 5,095 last year alone – come from throughout Ontario, across Canada and around the world. For more information, visit www.rmhctoronto.ca.

Job Summary

This newly created role of Executive Assistant, (EA), reports to the Chief Executive Officer (CEO), is a key member of the RMHC Toronto team and will play a critical role in helping RMHC Toronto achieve its mission. The EA works to consistently realize the organization's mission, vision, values and objectives through supporting the office of the CEO and the governance operations of the RMHC Toronto Board of Directors. The EA supports consistent adherence to all legal obligations and established RMHC Toronto standards for high quality mission delivery.

The successful candidate will be responsible for:

- **Board of Directors & Board Committee relationships** – Coordinate all in-person and conference call meetings for Board Meetings, AGM, Board Committee Meetings and ad-hoc meetings. Be a primary point of contact for the Board of Directors and ensure by-laws, contractual mandates and all other governance mandates, are adhered to.
- **Document Preparation and Coordination** – Coordinate, prepare, edit and/or proofread standard and non-standard documents such as Board Reports, Minutes, Agendas, correspondence, presentations, and reports using Microsoft Word, Excel, and PowerPoint. Organize, coordinate and prioritize all incoming and outgoing information/correspondence. Ensure branding compliance for all RMHC Toronto documents.
- **Correspondence Support** – Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution. Prepare responses to correspondence containing routine inquiries.
- **Travel Management** – Plan and coordinate national and international travel.
- **Calendar Management** – Manage the CEO's calendars/schedules in order to maximize best use of time. Proactively and independently manage calendar conflicts.
- **Research** – Conduct research, compile data, and prepare papers for consideration and presentation by the CEO.

- **Event Coordination** – Act as the point person and work with colleagues in coordinating events/functions as required.
- **Expense/Time reporting** – Complete and ensure timely submission of time and expenses reports
- Other administrative tasks as assigned.

Skills & Qualifications

The successful candidate will possess the following skills and behaviours:

- College diploma or an equivalent combination of education/experience in administrative assistant role. Minimum 10 years administration experience, several supporting a senior executive.
- High degree of initiative and judgment when responding to queries from staff, families, donors and other stakeholders.
- Strong internet and computer skills.
- Proven time management and organizational skills.
- Proven proficiency in English language and proofreading skills.
- Ability to discreetly deal with confidential and sensitive matters.
- Ability to see the “big picture”.
- Ability to prioritize and multitask is essential.
- Accuracy and attention to detail.
- Excellent grammar, vocabulary and communication skills.
- Advanced skills with MS office Word, Outlook, Excel and PowerPoint.
- Ability to organize and prioritize a variable workload and competency with handling the pressure of multiple tasks and deadlines, many involving confidential information.
- The ability to work independently as well as part of a cohesive team.
- Criminal Records Check (vulnerable sector).
- Willing to work flexible hours, including occasional evenings and weekends.

If you are interested and qualified, we invite you to submit a letter of introduction, resume and salary expectations. All responses will be handled with strict confidence.

Ronald McDonald House Charities Toronto embraces diversity and encourages all qualified applicants to apply.

Please forward all applications to jobs@rmhctoronto.ca.

We thank all applicants for their interest. However, only those candidates who have been selected for an interview will be contacted.