



Job Posting

Our Vision:

Safe, Hopeful, Healthy Communities

Our Mission:

We empower and engage young people, families and communities through collaboration, innovation and excellence.

EXECUTIVE/ADMINISTRATIVE ASSISTANT

Full-time Position (indefinite-term contract)

Start Date: As soon as possible

Do you want to be part of a dynamic Team working towards building safe, hopeful, healthy communities? Are you passionate about providing hope to young people and families? If you answered yes to these questions, you may be exactly who we're looking for!

The Executive/Administrative Assistant is part of the Finance and Administration Team which provides support to the Executive Director, Board of Directors, DFCC's programs and services, operations, and Program Director.

The Executive/Administrative Assistant provides support to the Executive Director and Board activities. In addition, this role provides customer service (internal and external), clinical program and administrative support as required or as directed to assist in ensuring DFCC's services are provided in an effective and efficient manner. The DFCC model of administrative support requires working in a team environment with other members of the Finance and Administration Team to ensure smooth and efficient daily operations at DFCC.

Experience, Training and Education

- Bachelor's degree, or post-secondary diploma in Office Administration or equivalent.
- Prior experience in providing support for upper level management and Board of Directors.
- Good knowledge of not for profit organizations and Board governance.
- Understanding of issues related to working with young people and families, some of whom may be in conflict with the law and/or have high risks/needs.
- Values, promotes and embraces diversity, equity and inclusion principles and practice.
- Demonstrated anti-oppression, anti-discrimination and anti-racism practices and approach.
- Exceptional computer skills, including advanced knowledge of MS Office.
- Knowledge/exposure to database use and management with high levels of attention to detail and accuracy.
- Excellent organization, research, project management and prioritization skills.
- Effective written communication skills with ability to prepare professional correspondence.
- Superior customer service, communication, interpersonal and active listening skills.
- Ability to meet and work with children, youth, families, stakeholders, Board members, Staff Team and members of the public in an efficient, professional and pleasant manner.
- Demonstrated ability to work in a team environment as well as manage projects independently.
- Ability to exercise initiative, tact, diplomacy, discretion, and professionalism.

- Sound judgment and problem-solving skills with the ability to take initiative and make appropriate decisions.
- Ability to maintain confidentiality.
- A valid G licence with a clean driving record and a reliable vehicle with a minimum of \$2 million liability insurance

Responsibility Key Areas include, but not limited to:

- Assist the Executive Director (ED) with daily administrative duties and complete a broad variety of administrative tasks that include managing an active appointment calendar, composing and preparing correspondence, and compiling documents for meetings;
- Act as the ED's administrative liaison to the Board of Directors and manage Board activities, which include preparing agendas, sending out invitations and reminders; coordinating Board and Board Committee meeting attendance; compiling, assembling, and distributing Board and Board Committee meeting material; supporting the Board recruitment and onboarding process; helping develop governance documents; and maintaining incorporation and governance documents;
- Attend Board/Committee meetings and record minutes and follow-up on action items;
- Provide administrative support to assessment programs, clinical programs, operations, special projects, and the Program Director;
- Set and coordinate appointments for consultants and assessors as required for the assessment program and consultations for clinical programs in accordance with program requirements;
- Coordinate and liaise with representatives from the Crown Attorney's Office, Ontario Court of Justice, Youth Justice Probation, Youth Mental Health Court Worker and other stakeholders as required for assessment programs in accordance with program requirements;
- Maintain client files (in all formats) as appropriate according to clinical program and service requirements, including upon referral and closure of file
- Provide back-up for other members of the Finance and Administration Team, as required;
- Assist with liaising with vendors regarding equipment supplies and maintenance issues
- Filing, records keeping and keyboarding/data entry; and
- Other administrative duties and support as may be requested or assigned.

Durham Family Court Clinic (DFCC) is an equal opportunity employer and is committed to diversity, equity, inclusion and accessibility, together with anti-oppressive, anti-discrimination and anti-racism practices and approaches. DFCC employees are also expected to demonstrate this commitment as well as a commitment to DFCC's Vision, Mission, Values and strategic direction. We welcome applications from all qualified persons. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives.

If you are interested in joining the dynamic team of experienced professionals at DFCC, who are dedicated to safe, hopeful, healthy communities, please submit cover letter and resumé **by August 31, 2020** to:

Durham Family Court Clinic
44 Richmond Street West, Suite 201
Oshawa, ON. L1G 1C7
Email: ncrow@dfcc.org

(Please include Executive/Administrative Assistant in the subject line)

We thank you for your interest, however, **only those selected for an interview will be contacted**. DFCC will make every effort to accommodate any needs of candidates through the hiring process. If contacted for an interview, please inform us if you require any accommodation through the hiring process. Please note the interview will likely be by virtual means.