



## **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)**

**Salary Range: \$38,475.56 - \$42,007.62**

**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. As a member of the Administration Team, the Executive/Administrative Assistant collaboratively provides support to DFCC's operational/office administration, customer service (internal and external), program and services administrative support, the Executive Director, Program Director and DFCC's Board of Directors. The DFCC model of administrative support requires working in a collaborative team environment with other members of the Finance and Administration Team and the DFCC Team as a whole to enable effective, efficient, excellent service delivery and operations at DFCC on a daily basis.

### **Experience, Training and Education**

- Bachelor's degree, or post-secondary diploma in Office Administration or equivalent.
- Values, promotes and embraces diversity, equity and inclusion principles and practice.
- Demonstrated anti-oppression, anti-discrimination and anti-racism practices and approach.
- Prior experience as an office administrative professional, including providing support for upper level management and Board of Directors.
- Exceptional computer skills, including advanced knowledge of all aspects of MS Office.
- Knowledge/exposure to database use and management with high levels of attention to detail and accuracy.
- Excellent organization, research, coordination, project management and prioritization skills.
- Comfortable in and capable of working in a fast-paced environment and within tight timelines due to service delivery demands.
- Effective and efficient 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.
- Good knowledge and understanding of not for profit organizations and Board governance.
- Accomplished in taking meeting minutes.
- 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.
- 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

**Administration Team Responsibilities include, but not limited to:**

- Provide administrative support to DFCC operations, office administration, program/service delivery (e.g. assessment and clinical programs), special projects, and the Program Director;
- Provide back-up for and work collaboratively with other members of the Finance and Administration Team;
- Set and coordinate appointments for psychiatric and psychological consultants and assessors as required for the assessment program and clinical programs;
- For assessment programs, 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;
- Maintain client files (in all formats) as appropriate and according to clinical program and service requirements, including upon referral and closure of file;
- Assist with supply ordering, supporting office inventory needs, liaising with vendors regarding equipment supplies and maintenance issues and other related purchasing and office administration needs;
- Filing, records keeping and keyboarding/data entry;
- The Executive/Administrative Assistant:
  - Assists the Executive Director (ED) with daily administrative duties and completes a broad variety of administrative tasks that include managing an active appointment calendar, composing and preparing correspondence, and compiling documents for meetings;
  - Acts as the ED's administrative liaison to the Board of Directors and manages Board activities, which includes 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;
  - Attends Board/Committee meetings and records minutes and follows-up on action items; 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. 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 13, 2021** to:

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