

INTERNAL/EXTERNAL JOB POSTING

EXECUTIVE ASSISTANT

Full-Time Permanent

35 hours per week

Position Summary

The Executive Assistant provides executive and governance support to the Chief Executive Officer and the Board of Directors. As the primary point of contact for the CEO and the Board, the EA plays a crucial role in ensuring smooth operations and effective communication. This position also provides support for the Management Team in the areas of Office Administration and Human Resources. Community Care is seeking an individual who is super organized, tech-savvy, proficient at multi-tasking, and has excellent communication and interpersonal skills. The position is on-site work.

Qualifications & Experience

- Post-secondary education in a related field (business administration), or an equivalent combination of work experience.
- Minimum 2 years' relevant experience, preferably in the not-for-profit sector, or related experience supporting senior management, executive teams and Boards of Directors.
- Governance experience and familiarity with governance processes and best practices preferred.
- Experience with drafting and producing executive meeting minutes and documents.
- Advanced proficiency in Microsoft Office 365 suite and Adobe Pro.
- Experience with Citation Canada and AlayaCare is an asset.
- Flexibility to work outside of regular business hours as needed (e.g. Board meetings)
- Satisfactory Police Vulnerable Sector Check

Competencies

- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Proven ability to manage multiple priorities and maintain strong attention to detail
- Flexibility and willingness to adapt to changing priorities and situations
- Strong critical thinking and problem-solving skills
- Maintain discretion and confidentiality when handling sensitive information
- High degree of initiative and resourcefulness.

Compensation: Class E \$24.84 to \$26.89/hour with comprehensive benefits plan.

Application Deadline: Friday, June 20, 2025 at 4:00 p.m.

We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.

Send cover letter detailing your interest in the position and a résumé to:

hr@commcareptbo.org

www.commcareptbo.org



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in the City and County of Peterborough

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*Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive and barrier-free selection process and workplace that embraces diversity, values differences, and supports the full participation of all employees. We recognize the importance of ensuring that all applicants are treated with equal respect and dignity and are protected from discrimination and harassment. If you require accommodation measures during the recruitment or selection process, please advise in confidence at the time of application.*

