



Peel Senior Link, a non-profit charitable organization established in 1991, provides personal care & home-making services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through the MH LHIN and CW LHIN, grants and personal and corporate donations.

We are currently seeking an **Executive Assistant**. Reporting to the CEO, this position plans, coordinates and performs office administrative tasks in support of the CEO and the Board of Directors.

This is a permanent three (3) day per week part-time position.

#### **Key Responsibilities:**

- Produces various reports, letters, submissions and presentations for the CEO. Reviews and summarizes miscellaneous reports and documents as directed by the CEO, and prepares background documents as required. Assists with the preparation of business presentations.
- Manages the schedule of the CEO. Receives and screens communications to the CEO, including telephone calls and e-mail messages, and exercises independent judgment to determine those requiring priority attention. Makes travel arrangements for the CEO and Board; arranges meetings or conferences.
- Maintains and organizes all working files for the CEO. Maintains the schedule of all major reports and briefing submissions to the Board and major funders.
- Provides support to Board of Directors by responding to correspondence and telephone calls and gathering/providing information as requested.
- Maintains the Board meeting schedule and organizes meetings and events, such as the Annual General Meeting, and Board recruitment.
- Attends and documents Board and Committee meetings as required. Prepares minutes and circulates to members.
- Liaises with the Family Client Caregiver Advisory Panel and supports the work of the group in maintaining all major reports and briefing submissions.

#### **The Ideal Candidate Has:**

- A Business Administrative Diploma and a minimum of 3 years of experience in healthcare and/or office environment.
- Demonstrated ability to manage multiple priorities with flexibility.
- Ability to work independently and as part of a team to meet timelines and priorities.
- Strong technological skills to support use of Outlook, Microsoft Office Suite & web-based meeting methods.
- Excellent organizational and time management skills.

- Demonstrated ability to work collaboratively in a cross-functional, and team-based environment
- Strong interpersonal and relationship skills.
- Excellent written and verbal communication skills.
- Demonstrated commitment to high quality work.
- Enthusiasm, creativity, innovation and the ability to thrive in a fast-paced environment.

To apply for this position please send your resume and a cover letter of interest to:

Marybeth Ward, CHRL  
Director, Human Resources  
Peel Senior Link  
marybeth@peelseniorlink.com  
905-712-4413 ext 326

We appreciate all applications; however, only those candidates selected for an interview will be contacted.

**Peel Senior Link is an Equal Opportunity Employer**

*Peel Senior Link is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please contact Human Resources at 905-712-4413.*