**JOB DESCRIPTION**

**Position Title:** Executive Assistant

**Program/Location:** Corporate Services/Carleton Place

**Reports to:** Chief Executive Officer

**Role Summary:** The Executive Assistant to the CEO provides high-level administrative, strategic, and operational support to the Chief Executive Officer of ConnectWell. This individual will serve as a critical extension of the CEO’s office, ensuring efficient management of executive priorities, board engagement, stakeholder relationships, and day-to-day operations. All employees at ConnectWell are expected to embody the organization's values and perform the duties per the competencies required for this position.

**POSITION REQUIREMENTS**

1. **Education**

* Post-secondary degree or diploma in administration, communications, journalism, marketing, and/or related program (or an equivalent combination of experience and education)

1. **Professional Experience**

* Minimum of 7 years of executive administrative experience, preferably supporting senior leaders in a large not-for-profit or mission-driven organization.
* Demonstrated experience with board relations, executive communications, and project coordination.
* Experience and knowledge of the accreditation process would be considered an asset.

1. **Key Competencies**

* Independent, confident, and highly organized in managing multiple priorities and working under pressure with discretion and professionalism.
* Ability to effectively interact with all levels in the organization and the board of directors and build trust.
* Critical attention to detail.
* Highly resourceful, able to use judgment, and action-oriented.
* An exceptional communicator both verbally and in writing.
* Innovative in identifying and making process improvement recommendations.
* Thorough and accurate to ensure quality work.
* Adaptable to meet new challenges as they arise.
* Excellent computer skills including strong familiarity with MS Office (PowerPoint, Excel, Publisher, etc.), SharePoint, AI, and Teams

1. **Work Conditions**

* The ability to work flexible hours (occasional evenings and weekends) based on program needs.
* Extended periods of sitting and operation of desktop computer and peripherals

**POSITION RESPONSIBILITIES**

1. **Support to the Chief Executive Officer**

* Represents the CEO professionally and discreetly, maintaining confidentiality and diplomacy.
* Performs administrative activities for the Chief Executive Office, including correspondence, meeting coordination, confidential document management, scheduling, and calendar updates.
* Assists in prioritizing the CEO’s time in alignment with organizational goals and priorities.
* Conduct background research and compiles reports to inform decision-making.
* Tracks and follows up on strategic initiatives and commitments involving the CEO.
* Supports and participates in operational committees as assigned by the Chief Executive Officer.
* Supports the CEO in developing and updating organizational risk management tools and the annual operational workplan.
* Maintains and supports the CEO with the communications workplan for the organization, identifying initiatives which align with ConnectWell’s strategic priorities.
* Produces the Annual Report with input from the CEO and senior leadership.
* Maintains the list of organizational partners as identified by the CEO.
* Coordinates the participation with local media to promote programs and services (monthly COGECO interviews)
* Produces and reviews written communications (media releases, letters, memos) on behalf of the CEO and senior leadership to share updates and information internally and externally.
* Handles expense reporting, reimbursements, and invoice approvals.

1. **Board and Governance Coordination**

* Supports the CEO in the development of regular reports and updates to the Board of Directors.
* Coordinates board meetings, including scheduling, material preparation, and minute-taking.
* Tracks follow-ups on board actions and strategic initiatives.
* Guides other administrative staff who support the Board of Directors and Board Committees including acting as backup resource as required.
* Supports governance activities including the preparation and submission of legislated corporate documents, updating of the provincial corporate listing, reporting of director changes to CRA and other governing bodies, and updating the list of legislative requirements for the Board.
* Coordinates the logistics for the Annual General Meeting, including preparation of Committee Reports, notice to members, advertising, refreshments, audio/visual needs.
* Responds to inquiries regarding Board/governance using judgment when determining the extent of information given or referring to Chief Executive Officer.

1. **Project Related**

* Acts as liaison between Canadian Centre of Accreditation (CCA or other accrediting body) and ConnectWell.
* Coordinates staff resources to assist in accreditation preparation.
* Ensures timely communication between senior leadership team, Board of Directors, and staff with regards to accreditation timeline and deliverables.
* Ensures complete, timely, and accurate document submission.
* Coordinates site visit logistics, including staff and Board interviews, reviewer needs (meeting space, food, technology, etc.)
* Ensures follow up on reviewer recommendations in final report.

1. **Organizational Responsibilities**

* Maintains the integrity and current documentation of ConnectWell Policies and Procedures, revisions to the Policies and Procedures on SharePoint, and communicates all changes to staff and the Board as required.
* Coordinates the policy review process and schedule for the organization.
* Other related duties and project work as assigned by CEO.

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

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**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee Signature Date

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Supervisor Signature Date