



Employment Opportunity - Ontario Division

Job Title:	Executive Administrative Assistant	Competition #:	
Department:	Administration	Status/Position Type:	Full -Time
Compensation:	\$ 19.04/hour	Unionized:	No
Ministry Unit:	Journey to Life Centre	Date posted:	March 31, 2022
Address:	545 Cumberland St N. Thunder Bay	Posting Expires:	April 8, 2022

APPLICATIONS ACCEPTED BY:

Email: ong.tbayadmin@salvationarmy.ca

Attention: Paige Martin, Senior Human Relations Advisor

Mailing Address: Human Relations Department, The Salvation Army Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON. P7A 4S2

Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The Executive Administrative Assistant provides administrative support to the Executive Director at the Journey to Life Centre.

ACCOUNTABILITIES:

- Handle and ensure the protection of extremely confidential and sensitive client and/ or program files; ensure the efficient processing of required documentation, agreements, contracts, and other legal documents.
- During the absence of the Executive Director, may act on routine and non-emergency administrative matters.
- Manage all electronic mail, and compose routine responses as necessary, prepare regular correspondence in for signatures and distribution.
- Prepare agendas, and take minutes; type and circulate minutes within one week of the meeting; transcribe, draft, and type all correspondence; sort and prioritize work assignments within general guidelines; research and respond to difficult enquiries on behalf of the Executive Director
- Secure information required for various Boards and meetings, and ensures relevant binders are up to date and compiles information for reports.
- Research and compile background documents for various meetings and inquiries.
- Ensure all deadlines for various reports, requests, and projects, as outlined are met; if necessary, send out reminders.
- Redirect and/or delegate correspondence that can be handled by other personnel.
- Prepare presentations, brochures, fliers, advertisements, invitations, and certificates.
- Draft correspondence on behalf of the Executive Director.
- Perform general office duties such as answers and screens telephone calls; greets and escorts visitors, files documents electronically, manually, photocopies and distributes materials as requested; sends and receives faxes, incoming and outgoing mail.
- Maintain schedules/calendars, appointments, and deadlines, providing timely reminders. Arrange and organize all visits and travel arrangements as required.
- Schedule meetings, ensures ED has required information and materials; responsible for meeting logistics (location, food, etc.)
- Perform duties connected with Agresso and TEM (coding, scanning, and submitting) on behalf of the Executive Director, income tax receipting in cooperation with Community Engagement Department.



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- Complete in a timely, accurate manner monthly statistics and reports.
- Order and maintain office supplies.
- Assist with special events as required.
- Perform other position related duties as required

MANAGERIAL/Technical Leadership RESPONSIBILITY:

- This position reports directly to the Executive Director or Designate.
- This position has no direct reports.

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Post-Secondary certificate or diploma in Business Administration or related discipline.
- Proficient in Microsoft Office applications
- The incumbent will have or will obtain within 6 months of employment: WHMIS training, First Aid/CPR, and Non-Violent Crisis Intervention training

EXPERIENCE AND KNOWLEDGE:

- Minimum 5 years' related experience at a senior executive level, and experience with bookkeeping and basic event planning.
- Demonstrate a high level of integrity, good judgment, and ability to maintain appropriate confidentiality
- Familiar with government legislation
- Experience working within a social services environment is considered an asset
- Respect and understanding of The Salvation Army - its mission, culture, and values

SKILLS AND CAPABILITIES:

- Must be highly proficient in MS Word, Excel, MS Publisher, Power Point, email
- Must have excellent oral and written English communication and interpersonal skills
- Must be able to work in a fast-paced environment with strong prioritizing and organizing skills
- Ability to create a working climate that is positive and mutually supportive
- Sound understanding of The Salvation Army, its mission and its principles and a willingness to adhere to them
- Ability to maintain confidentiality in all matters pertaining to clientele and coworkers of The Salvation Journey to Life Centre and Habitat Program
- Ability to network with other Salvation Army programs and other community agencies
- A team player: ability to work in a compassionate, respectful, and non-judgemental manner

CONDITIONS OF EMPLOYEMENT:

- Health and Dental Benefits, RRSP Match
- This is a permanent Full-time position based on 35 hrs/wk.
- 8:30 am to 4:00 pm. (included ½ unpaid lunch break)
- Normal Location of work is: 545 North Cumberland Street, Thunder Bay

The Salvation Army will accommodate candidates as required under applicable human rights legislation.

If you require a disability-related accommodation during this process, please inform us of your requirements.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.



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We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

