



Autism Ontario is a charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent-to-parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

**Job Title:** Executive Assistant

**Location:** Autism Ontario Provincial Office (1179 King St. West, Toronto)

**Hours of Work:** 37.5 hours (1.0 FTE)

**Salary Range:** \$55,000 – 65,000

**Duration:** 1 Year Contract (possibility of renewal)

**Job Summary:** As a key member of the Provincial Office team, the Executive Assistant is responsible for developing and maintaining processes and systems to assist the Executive Director (ED) in overseeing the achievement of Autism Ontario's Vision and Mission. In addition, the Executive Assistant will be instrumental in ensuring the smooth and integrated flow of daily operations and special projects. S/he will serve as a passionate ambassador for Autism Ontario through everyday interactions with colleagues, clients, government, and the general public.

### **Key Responsibilities**

1. Providing administrative support to the ED, including composing documents; processing expense claims; maintaining the ED's calendar, contact and distribution lists; drafting correspondence; preparing various documents, identifying and resolving scheduling conflicts; booking travel.

2. Proactively supporting the ED in collaborative efforts with the Board and Board-Staff Leadership Committees through communication; booking meetings and teleconferences; supporting the ED in drafting and distributing regular reports to the Board as per annual reporting calendar; preparation of all meeting materials; recording, preparing, and distributing minutes of meetings; and maintaining cloud-based archive of all Board documents.
3. Working with the ED to track, monitor, and communicate key operational priorities of Autism Ontario.
4. Taking and distributing minutes for staff, committee, and mixed internal-external group meetings.
5. Supporting the preparation and followup for various ED external committees and community relations activities and representing the ED to external partners.
6. Supporting Fund Development activities, including strategic data input, event support, and committee work.
7. Managing conflicting priorities and unexpected interruptions with flexibility, skill and tact.
8. Supporting members of the management team with various tasks and projects as required
9. Supporting other staff with grant applications and submissions to funders as required.
10. Establishing and maintaining various databases, associated administrative forms, and records.
11. Communicating with external professionals, politicians, donors, etc., and handling confidential and sensitive documents as required.
12. Organizing and maintaining filing system, including archiving materials.
13. Actively participating in supporting a culture of philanthropy.

## **Qualifications**

- Five years of progressively responsible experience as an administrative professional, and a proven track record in the provision of advanced level support to senior management, with a Bachelor's degree or college diploma in business or not-for-profit administration, or combined equivalent.
- Superior organizational management skills. Ability to manage time effectively and manage multiple priorities and conflicting deadlines.
- Excellent interpersonal and communication skills with exceptional attention to detail and proven ability in preparing reports, composing correspondence, and professional communication with those at all levels, both internally and externally.
- Proficiency with computer technology including Microsoft Word, Outlook, Excel, PowerPoint, Google Apps and social media, and familiarity with online grant

applications. Ability to learn new technology quickly, and to facilitate hardware and software use for presentations.

- Demonstrated judgment, diplomacy, and adherence to confidentiality. Knowledge of the not-for-profit, social services sector an asset, as is knowledge of not-for-profit board governance.
- Commitment to the mission and vision of Autism Ontario.
- Proficiency in French language/additional language skills highly desired.
- Must be able to work flexible week-day hours, some evenings and weekends.
- Ability to travel around the region and the province on occasion; a valid driver's license and access to a vehicle is required.

Interested candidates should submit a resume and cover letter to [autismontario@barnesmanagementgroup.com](mailto:autismontario@barnesmanagementgroup.com) no later than May 24, 2019. Please quote **Executive Assistant Position** in your subject line of your email and application. We thank everyone for their interest in this position; however only those candidates invited to an interview will be contacted.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.