

BELIEVING, INSPIRING, ACHIEVING CAREER OPPORTUNITIES

INTERNAL/EXTERNAL POSTING #25-02

POSITION:	Full-time Administrative Liaison
PROGRAM:	MARKHAM (FLEXIBLE TO TRAVEL THROUGHOUT AGENCY LOCATIONS)
HOURS:	Hours must be flexible to meet the needs of the team.
SALARY:	\$57,901.41 plus benefits as per Organization's policy

What We Do:

Community Living York South employs over 200 people. Over the last 65 years, we have provided exceptional supports and services to people who have an intellectual disability and their families in our communities of Richmond Hill, Markham, Thornhill, Stouffville and Vaughan.

We are a culturally diverse, heart-centered staff group with strong values of equity, respect and inclusiveness for all people. If those values describe you as well, please check out our current job postings!

What We Offer:

- Competitive Salary
- Extensive benefits including group benefits and pension
- Personal satisfaction
- Great learning and growth opportunities
- A diverse workforce representative of our communities
- Recognition of excellence through an awards program
- Annual staff appreciation event that you won't want to miss!

Overview of the role:

- The Administrative Liaison will perform all administrative functions for the Director of Community Development, senior management team and other association staff (as needed) to ensure smooth and efficient daily operations. The Administrative Liaison will be responsible for general office management for the organization's Markham office as

well as ongoing maintenance of the organizations website, social media, fundraising, marketing material and online platforms (eg.portals).

What You Will Do:

- Commit to and demonstrate the values of Community Living York South through actions and behaviors
- Support the Director of Community Development
- Support the Director of Community Development and senior staff on project management including scheduled follow up for delegated tasks, track project status etc.
- Conduct research, compile data, and prepare papers for consideration and presentation
- Support submissions such as Grants and Reports to the relevant funders as required.
- Attend committee, planning table and team meetings and record minutes and follow-up on action items
- Maintain schedules of fire drills, Safety audits and conduct fire drills and safety audits as per plan
- Maintain placement student/volunteer, health and safety, team building exercise etc. schedules and oversight
- Plan and organize the special meetings of members, and special events such as the annual BBQ
- Prepare and design associations annual report
- Prepare rooms for meetings; arrange a/v equipment and refreshments
- Perform advanced word processing and desktop publishing, including presentations, reports, spreadsheets, forms and letters; transcribe information of a technical, confidential and/or sensitive nature from notes, dictation or drafts
- Receive, review and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures. Process documents in compliance with established policies and procedures
- Ongoing Maintenance of the Organizations online presence including but not limited to social media, Organizations website, portals, e-news
- Create flyers, banners and marketing material using various software's including but not limited to publisher, photoshop and canva
- Create videos for the organization as needed
- Maintain the membership tracking/database and send out communication including memos and renewal notices to all members
- Maintain the donor tracking/database and send out communication including thank you letters to all donors
- Communicate and liaise with stakeholders
- Assist in promoting use of innovative digital learning platforms such as webinars, virtual meetings etc.
- Support Internal Audit processes to ensure compliance requirements are met

- Ensure the smooth operation of all office equipment and arrange for any maintenance required
- Administer the internal telephone and voice mail system of the organization, including outgoing messaging to the public, and arrange for maintenance when required
- Coordinate external janitorial services for the office
- Ensure office supplies inventory is up-to-date and
- General Office Management duties as assigned

What We Need:

- Values driven individuals;
- Completion of college or University diploma/degree (preferred) in Administrative Sciences or equivalent
- Good understanding of not for profit/Organization directives
- Understanding of persons who have an intellectual disability
- Collaborative approach to working, able to work alone or with a team
- Positive interpersonal skills
- Self-motivated, with excellent planning, organizing and time management skills
- Must be resourceful, professional, confident and courteous at all times
- Strong research skills
- Advanced skills with MS Office (Word, Excel, Power Point, Publisher)
- Advanced skills in social media and working with digital platforms
- Strong skills in Website and database management
- Advanced knowledge in digital design
- Advanced knowledge of working with virtual media platforms
- Experience in fundraising, stakeholder relationships and event planning
- Ability to adapt and respond to quickly changing situations
- Strong communication (written and oral) and administrative skills
- Intermediate or higher level computer skills (Word, Excel, Internet)
- 5+ years' experience as a Senior Administrative and Executive level support
- Excellent written and verbal communication skills; and
- Excellent organizational skills and attention to detail
- G Class Driver's License is required with access to a reliable vehicle;
- Ability and flexibility to travel to Association locations as needed
- Occasional flexibility in hours of work is required
- Knowledge of French Language will be considered an asset
- Candidates must have COVID 19 Vaccination unless the candidate has exemption based on human rights grounds. Supporting documents must be provided in this case, to assess accommodation.

Reporting to: Director of Community Development

Start Date: ASAP

Close Date: February 11, 2025 at 4:00 p.m.

Please Quote Job Posting: 25-02

Please send your cover letter and current resume latest to:
careers@communitylivingyorksouth.ca

Community Living York South is an equal opportunity employer. Community Living York South will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation.