



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## ***Executive Assistant to the Vice President of Administration & Information Systems Competition #2019-025-CS***

---

<b>Employment Type:</b>	Contract (18-months), Non-Bargaining Unit
<b>Work Hours:</b>	35 hours/week
<b>Application Deadline:</b>	February 24, 2019 by 11:59 pm

---

### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81<sup>st</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### **Program Overview – Information Systems, Central Services**

As a part of WoodGreen's Central Services infrastructure, the Information Systems (IS) department provides data processing services to the agency through the effective utilization of existing and new information technology. IS implements and supports technologies and processes that increase service to staff and clients and enhances productivity.

### **What You Will Do**

- Review incoming correspondence, highlighting issues of importance for immediate attention assembling pertinent/background information to facilitate decision-making.
- Receive visitors and keep Reception informed of expected meeting guests.
- Handle telephone inquiries in a professional, helpful manner and screen and route inquiries appropriately.
- Plan and coordinate meetings, groups, projects and team events and handle group registrations for conferences, events, flights and hotels.
- Manage the invoicing, billing, and asset management processes for the Administration and IS departments.
- Assist with department annual budget preparation, reporting, and monitoring.
- Assist VP with related IS services and equipment purchasing activities.
- Assist VP in the preparation and maintenance of documentation of Administration and IS through the system's entire lifecycle.
- Assist IS department in data gathering, preparing, and publishing reports and benchmarking metrics.
- Assist VP in office space design, staff relocation and setup.
- Maintain relationships with staff, vendors, service providers and other stakeholders and liaise with other Units, providing information, assistance, and administrative support as necessary.
- Responsible for maintaining the confidentiality of any information related to the organization.

### What You Bring to the Team

- Relevant undergraduate university degree.
- Three or more (3+) years equivalent work experience.

### What Will Set You Apart

- Very strong customer service orientation.
- In-depth, hands-on knowledge of Microsoft office application including; PowerPoint, Excel, and Word.
- Experience working with Financial Applications.
- Knowledge of trends in computer technology.
- Ability to create and compile analytical reporting and presentations.
- Ability to work with design applications such as Auto CAD and MS Visio.
- Excellent written and oral communication skills, including instructional and presentation skills.
- Excellent interpersonal skills, with a positive attitude.
- Ability to conduct business related research.
- Ability to present ideas in a user-friendly language.
- Highly self-motivated and directed.
- Good analytical and problem-solving abilities.
- Experience working in a team-oriented, collaborative environment.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

<b>WoodGreen employees <u>ONLY</u> to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	itcareers@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***