

Executive Assistant and Board Liaison, 18 month contract

Position Location: Hamilton, Ontario

At Today's Family, we believe in the role, value and impact of strong people partnerships in achieving what's best for **children** and families. Together, we can ensure that every **child** experiences the joy of learning through play.

It's why we exist.

We're seeking the very best people to help us grow, care and innovate within the very best, high-quality, and unique programs and opportunities for children.

Who Are We?

Today's Family is a large and growing not-for-profit, charitable organization serving over 6,000 children and families in over 86 neighbourhoods across Hamilton, Halton, Haldimand and Norfolk, and Oxford County. We're on a mission. By working together to enrich today's families, we want what's best for children. It's our vision that every child experience the joy of learning through play. We achieve this by holding our core values close to us, allowing them to guide us into the future we embrace – a future for every child. We value Caring, Collaboration, Accountability, Innovation, and Inclusion.

Our programs and services are high-quality and continuously emerging to meet and respond to the strengths and needs of our growing communities. We are a multi-site, multi-service organization, offering a wide-variety of licensed programs and services in many neighbourhoods, including:

- Early Learning and Child Care
- Licensed Home Child Care
- Before and After School Care
- Day Camps
- EarlyON Child and Family Centres
- Youth Partnership Opportunities
- Family and Community Engagement

OPPORTUNITY SUMMARY:

Today's Family is seeking a Mission-driven and thoughtful Executive Assistant and Board Liaison Coordinator to join its team to work toward achieving what's best for children and families. By offering administrative and communications support to the Senior Leadership Team (SLT) and its Board of Directors, the position will ensure efficient and effective workflow of strategic priorities, communication, and governance initiatives to continuously work toward achievement of organizational Mission, Vision,

and Guiding Values - a place for every child to experience the joy of learning through play.

Support to Senior Leadership Team: Administrative and Communications

The Senior Leadership Team is part of Today's Family's busy underground network, working collaboratively across its stakeholders and communities to strengthen access to early learning and child care experiences and opportunities for children and families. The team consists of the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Director of Finance, and Director of Programs.

In collaboration with the Senior Leadership Team, this role will:

- Serve as key liaison, organize, and coordinate all aspects of communication, documentation and workflow related to the Senior Leadership Team
- Identify opportunities to promote and communicate the impact and essence of Today's Family's Mission, Vision, and Values through effective and creative communication
- Maintain and manage calendar of CEO by coordinating, planning and scheduling meetings, special events, travel and accommodations
- Work closely and effectively with the Senior Leadership Team to keep them informed of upcoming commitments and responsibilities
- Coordinate, organize, and participate in regular engagement and communication with community partners and stakeholders
- Anticipate critical issues and opportunities as they arise and advise the CEO
- Prioritize projects by considering risk, importance, urgency, potential implications, and organizational impact
- Coordinate information for internal and external distribution: letters, memos, compiling data reports, creating presentations, meeting minutes, editing, proofreading and other information preparation as may be required
- Supports the Senior Leadership Team in designing, drafting and distributing internal and external communication
- Develop administrative procedures and processes identifying opportunities for continual process improvement and efficiency
- Manages and coordinates special projects with the CEO and COO
- Ensures all board and community partner correspondence is reviewed and approved by CEO, and CEO is copied on all correspondence with board and community partners
- Planning and coordination of events

Board Liaison

Today's Family is a not-for-profit, charitable organization that is governed by a caring, volunteer-driven Board of Directors. Today's Family's Board of Directors is committed to ensuring that the organization has what it needs to grow to best serve children and families, today and into the future. The Board of Directors shares its best thinking to strategically plan to chart new directions for Today's Family.

In collaboration with the Senior Leadership Team (SLT), this role will:

- Serve as key liaison and organizes and coordinates all aspects of communication, documentation and workflow related to the Board of Directors
- Develop and implement annual Board Communications and Engagement Plan to support and organize the Board of Director activities
- Communicate and engage regularly with Board of Directors to support the growth of excellent governance of Today's Family
- Coordinate of Board events (drafts meeting minutes, packages and communications and logistics for board meetings and AGM)
- Work with the Senior Leadership Team, Board of Directors, and various internal departments and teams to develop, implement and measure Today's Family's Multi-Year Strategic Plan

Qualifications

- Alignment with and passion for Today's Family's Mission, Vision and Values
- An interest in working for a not-for-profit, charitable organization serving children, families, and communities
- Excellent and creative written and verbal communication skills
- Strong organization and administrative skills; capable of operating independently with minimal direction; easily adaptable to various competing demands, and demonstrate the highest level of community engagement and service
- Excellent interpersonal, collaboration, and engagement skills
- Proven ability to handle confidential information with discretion
- Two to five years' prior experience in supporting a senior leadership executive or team
- Experience with Board Governance is an asset

We invite you to learn more about Today's Family, who we are, what we're up to, why we exist, and where we're headed by visiting www.todaysfamily.ca or following our story on social media @todaysfamilyont.

Our Commitment to You:

Our People Resources Team is here for you during every step of the way. Please contact us at any point in your exploration of or application to Today's Family.

At Today's Family, we celebrate, support and thrive on diversity for the benefit of our staff, programs and our community. We are actively seeking qualified individuals with

demonstrated skill and knowledge to deal with all aspects of diversity in early learning and **child** care.

Today's Family is committed to accommodating applicants with disabilities through the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation at any stage of the hiring process, please contact our People Partners at hr@todaysfamily.ca.

Salary: \$55,000 to \$60,000 annual salary

Start Date: December 2023

Must be COVID-19 Vaccinated and provide Proof of Vaccination

All interested applicants please submit through our posting on our [job search board](#)