

Executive Assistant
(Full-time, Permanent Position/35 hours per week)
Support Services

Family Service Thames Valley (FSTV) is a not-for-profit, multi-service agency dedicated to strengthening individuals, couples, and families as they navigate life's challenges. The Community Integration Program (Developmental Services) support children and adults who have a developmental disability by connecting them to community resources and assisting with planning and advocacy. The Counselling Program offers accessible and affordable mental health counselling to help individuals cope with anxiety, depression, grief, trauma, life transitions, and more.

POSITION SUMMARY

Reporting to the Executive Director and working collaboratively with a support services team, the Executive Assistant assists with the Executive Director's time management by carrying out scheduling and other tasks on behalf of the Executive Director and coordinating Board and Committee governance functions for the Executive Director.

KEY RESPONSIBILITIES

Governance

- Coordinate Board and Committee meetings.
- Prepare meetings, maintain governance records, update, respond to board inquiries, and take minutes.

Direct Executive support to the ED

- Managing work schedule, prioritizing tasks, preparing correspondence, coordinating necessary technology and planning of Agency Meetings.

Event planning

- Staff and board retreats, AGM, celebrations and events.
- Operations support of fundraising activities.

Office administration

- Support program directors in responding to grants and reports.
- Social media management.

- Website maintenance.
- Fulfill reception desk duties as per rotation with support service staff.

Minimum Qualifications

- Business administration diploma (or equivalent)
- Proficient in the use of Microsoft products
- Ability to maintain a high degree of discretion and confidentiality
- Office administration experience
- Mental Health First Aid

Work Conditions

- Presence in the work office is required the majority of the time
- Hours are variable, with some evening work required
- Overtime may be required from time to time

Salary Range: \$44,800- 56,000

We thank all applicants for their interest; only those selected to proceed in the competition will be contacted.

Family Service Thames Valley is an equal opportunity employer. If you require accommodation in making an application, please contact Charlotte Dunn at 519-433-0183 or employment@familyservicethamesvalley.com

Please submit your resume and letter of interest by June 18, 2025, to:

Nicola Memo

Executive Director

Family Service Thames Valley

500 South Street, Suite 2

London, Ontario N6B 1C3

Email: employment@familyservicethamesvalley.com