

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

Family Service Thames Valley (FSTV) is a community-based, not-for-profit organization dedicated to strengthening individuals, couples, and families through counselling, advocacy, community supports, and developmental services.

We are seeking a highly organized and proactive Executive Assistant to support the Executive Director and Board of Directors while contributing to the day-to-day operations of our agency. This is an excellent opportunity for a professional who enjoys meaningful work, values collaboration, and thrives in a role that combines executive support, governance coordination, event planning, and organizational administration.

POSITION SUMMARY

Reporting to the Executive Director, the Executive Assistant is a key member of the Support Services team and provides confidential administrative, governance, and operational support to the Executive Director, Board of Directors, and leadership team. The Executive Assistant coordinates board and committee activities, supports agency events and communications, assists with organizational projects, and contributes to the efficient day-to-day operations of the agency. This role is ideal for a highly organized, proactive professional who enjoys working in a collaborative, mission-driven environment and supporting the success of a community-based organization.

KEY RESPONSIBILITIES

As Executive Assistant, you will be a trusted partner to the Executive Director and play a key role in ensuring the smooth operation of executive and governance functions.

Executive Support

- Manage the Executive Director's calendar, schedule, and competing priorities.
- Coordinate meetings, prepare agendas, and organize supporting materials.
- Draft correspondence, reports, and presentations.
- Assist with planning agency-wide initiatives and meetings.
- Support projects identified by the Executive Director and leadership team.

Governance & Board Support

- Coordinate Board of Directors and Committee meetings.
- Prepare meeting packages and agendas.
- Record and distribute meeting minutes.
- Maintain governance records and documentation.
- Liaise with Board and Committee members and respond to inquiries.

Event & Community Engagement

- Coordinate staff retreats, annual meetings, recognition events, and celebrations.
- Support agency fundraising and community engagement activities.
- Assist with logistics and communications for agency events.

Administrative & Operational Support

- Support program leaders with grant submissions and reporting requirements.
- Assist with agency communications, website updates, and social media activities.
- Collaborate with the Support Services team on organizational initiatives.
- Participate in reception coverage as part of the Support Services rotation.

Required Qualifications

- Diploma in Business Administration, Office Administration, or a related field.
- Minimum 3 years of progressively responsible administrative experience.
- Strong proficiency in Microsoft Office 365, including Outlook, Word, Excel, Teams, and PowerPoint.
- Excellent organizational, time-management, and problem-solving skills.
- Exceptional written and verbal communication abilities.
- Ability to work with a high degree of discretion, professionalism, and confidentiality.
- Experience supporting a senior executive, Executive Director, or Board of Directors.

Assets

- Experience supporting a senior executive, Executive Director, or Board of Directors.
- Experience working within a not-for-profit environment.
- Knowledge of governance practices and board administration.
- Mental Health First Aid certification.
- Experience with website management, social media platforms, and event coordination.

Why Join Family Service Thames Valley?

At FSTV, we believe our employees are our greatest asset.

We offer:

- Meaningful work that positively impacts our community
- A collaborative and supportive team environment
- Opportunities to work closely with organizational leadership
- Professional development and learning opportunities
- A culture rooted in respect, inclusion, and service excellence

Work Conditions

- Permanent full-time position (35 hours/week)
- On-site in London, Ontario
- Monday to Friday schedule, with availability to work at least one evening per week
- Occasional overtime may be required

Salary Range: \$44,800- 53,200

Benefits package and Employee Assistance Program available.

Family Service Thames Valley is committed to employment equity, diversity, inclusion, and belonging. We welcome applications from individuals of all backgrounds and lived experiences.

Accommodations are available throughout the recruitment process upon request. Please contact Charlotte Dunn at 519-433-0183 or employment@familyservicethamesvalley.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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 August 7th 2026, to:

Deisy Vanegas

Executive Director

Family Service Thames Valley

500 South Street, Suite 2

London, Ontario N6B 1C3

Email: employment@familyservicethamesvalley.com