

JOB TITLE: Assistant to the Executive Director & Communications

Report to: Executive Director
Classification: Full Time - 35 hours per week
Date Verified: May 2022

Job Statement

The Assistant to the Executive Director & Communications incumbent will support and assist the Executive Director as needed and be responsible for communications with the general public, HUB families, HUB staff, HUB managers, and the HUB Board of Directors.

Duties and Responsibilities

Accuracy and effective time management are essential to the performance of all duties and responsibilities. The Assistant to the Executive Director & Communications incumbent must maintain strict confidentiality when working with sensitive financial and personal information about employees, home caregivers, and clients. One must always comply with Board approved policies and procedures.

a) Assistant to the Executive Director

- Assist Executive Director and Managers with internal and external communications
- Review and edit all HUB documents/letters/memos maintaining consistency and brand
- Event planning and coordination, such as Professional Development days
- Assist with fundraising and grant writing
- Assist with annual staff and parent surveys
- Undertake additional tasks as determined by the Executive Director
- Assist Executive Director in keeping personnel policies and procedures up-to-date
- Assist Executive Director and Managers in updating Ministry documents for licensing and reflecting changes in directives regarding requirements from the Program Advisor or Ministry updates

b) Board of Directors

- Work with Executive Director and Managers to prepare monthly Board meeting package and all necessary documents for the Annual General Meeting
- Act as recording secretary at Board meetings and the Annual General Meeting
- Support Board members as needed and maintain Board member files

c) Recruitment & Selection

- Create and post job ads on appropriate sites with appropriate job descriptions
- Receive resumes, coordinate and schedule interviews as required
- Collect required paperwork for personnel records of successful candidates

d) Social Media & Community Engagement

- Coordinate HUB social media presence to ensure promotion and raise awareness of The HUB brand
- Create and schedule posts across social media platforms
- Manage the backend of the website and its content
- Assist with marketing of agency and HUB programs as needed

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e) Professional Development and Promotion

- Stay informed about policy changes, new initiatives, program activities and community agencies
- Take advantage of any professional development opportunities as required
- Represent The HUB Child & Family Centre in the community
- Lend assistance to agency fundraising and promotional events whenever possible
- Undertake other tasks and assignments as determined by the Executive Director

Job Qualifications

- Excellent interpersonal and verbal/listening/written communication skills
- Effective organizational skills including time management and attention to detail
- Knowledge and proficiency using administrative software such as Microsoft Office Suite tools, HiMama, Adobe, Canva, Google forms, etc.
- Diploma in marketing and/or communications an asset
- Knowledge of not-for-profit By-laws and Board policies an asset
- Experience with website building an asset
- Experience social media tools used for scheduling and tracking as asset
- Knowledge of licensed child care, early learning and family supports an asset