

At the Ottawa Network for Education (ONFE) we fuel kids and ignite learning, making sure all children in Ottawa have an equal start every day. ONFE is a charitable organization that collaborates with partners from education, business, government, and the community to develop enriching programs for K-12 students. Working with the four public school boards, ONFE supports children and youth in English and French. No other community organization has the same reach and ability to respond and deliver much-needed programs to schools across the region.

Executive Assistant

We are looking for a self-motivated, team-oriented, highly organized and versatile individual. You enjoy maintaining an efficient (virtual and in office) work environment with your administration and human resources skills.

The responsibilities of this position are varied and offer scope for the development of a diverse skill set. The central focus for the Executive Assistant is to manage all on-site and virtual office administration, human resource administration, and the coordination of the Board of Directors and its Committees. This position reports to the President and CEO.

Key Responsibilities

- Provide administrative support to the President & CEO, senior leadership team and the Board of Directors.
- Manage office logistics including oversight for all office related services and supplies.
- Support quality improvement initiatives to create administrative and document management efficiencies across all ONFE programs and functions.
- Respond to various administrative communications, ensuring confidentiality.
- Provide coordination and support for ONFE's human resources function.
- Coordinate ONFE's IT systems and structures, recommend streamlining/efficiencies, and act as primary liaison with IT service provider.
- Maintain health and safety within the remote and in person office environment.

Required Skills/Experience

- Some knowledge of the Ottawa education system and ancillary services.
- Adaptable and willing to learn and support change.
- Ability to collaborate and maintain positive partnerships with all relevant stakeholders aimed at building strong, sustainable relationships.
- Constructive and creative problem solver.
- Demonstrated written and oral communication skills.
- Strong computer aptitude and proficiency.
- Demonstrate analytical skills with attention to detail.
- Demonstrated organization and time management skills with the ability to meet deadlines.
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- Ability to maintain a standard of privacy and confidentiality in the performance of duties.

Qualifications

- Post-secondary education in Business Administration, Human Resources Management, or equivalent.
- Minimum 2 years of experience supporting a senior manager in a related role.



- Satisfactory Police Record Check in alignment with ONFE's Conditions of Employment Policy.
- Standard First Aid Certification
- Driver's license, and access to a reliable motor vehicle with insurance coverage that has no policy restrictions for work related driving.
- Fluency in English and French (oral and written) and fluency in other languages.

Hybrid Work:

ONFE offers a hybrid work environment, which requires work both in the office and remote.

This is a temporary full-time position from January 2, 2024-June 27, 2025, and the annual salary range is \$50,000 to \$60,000. ONFE offers a competitive benefit package including RSP matching.

The Ottawa Network for Education is an equal opportunity employer and respects the dignity and independence of people with disabilities. We recognize the value of diversity in the workplace and encourage applications from all qualified candidates.

We provide accommodations for individuals with disabilities throughout the recruitment and selection processes. Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting info@onfe-rope.ca.

Please apply before 8:00AM on Monday, October 9, 2023. The competition will remain open until the position is filled.

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

To learn more about the Ottawa Network for Education, please visit our [website](#).