



BRUCE GREY CHILD & FAMILY SERVICES

EXECUTIVE ASSISTANT

POSTING #: 2026-23
EMPLOYEE GROUP: Leadership, Permanent, Full-time
OF POSITIONS: 1 Position
DEPARTMENT: Family Based Care
REPORTS TO: Director of Service
LOCATION: Owen Sound
SALARY: Classification 7 (\$75,141 - \$89,879)
DATE POSTED: August 25, 2026
CLOSING DATE: September 4, 2026
POSTING TYPE: Internal & External

Please submit your application quoting posting number above to Human Resources at hr@bgcfs.ca before 4:30pm on the closing date.

PURPOSE STATEMENT

The Executive Assistant is a member of the Leadership Team of BGCFS. Reporting to the Department Director, the Executive Assistant provides support and leadership to the Department Director(s) as required. The Executive Assistant proactively anticipates work demands of the Director and prepares and executes plans to ensure that all work is completed as required. The Executive Assistant is responsible for managing the workflow and effective and efficient administrative support to the Department Director(s). Executive Assistant will be assigned oversight of specific programs, projects, and Administrative Support Services.

MAIN DUTIES & RESPONSIBILITIES

Active participant in the Leadership Team and the Executive Assistants Team

- Internal documentation management and written process including the intranet (iConnect)
- Be a department expert on processes and workflows
- Update and Maintain Department and Agency Policies, Standards and Procedures
- Coordinate tasks and coverage within the EA group
- Designs and implements, systems, practices, processes, procedures, and workflow including training and support tools
- Responsible for quality and continuous improvement
- Ensures compliance with multiple projects, tasks, processes
- In consultation with Director(s), handle Community Inquiries, service users, staff, union, Ministry and other legislative bodies and or unusual situations which require immediate attention
- Prepares and processes, often sensitive and/or confidential reports, minutes, in camera minutes and other correspondence accurately and in a timely fashion
- Prepares, analyses and reports on Departmental data as required and using the support of other staff where appropriate (e.g. QA)
- Coordinates Child Death Reviews and complaint or other formal processes as required
- Coordinates Ministry processes, reviews and audits

- Maintains department forms, foster parent website portal and manuals
- Identifies issues of non-compliance and/or concern and brings forward to the Director
- Manages scheduling of meetings for Director and Department as required
- Liaise with external stakeholders such as Funders, Board of Directors, Foundation, Ministry
- Liaise with Service Leaders to ensure administrative tasks are completed as required
- Delivers training to staff and stakeholders as required
- Assumes Project Management lead on assigned projects

Organization of Meetings/Scheduling

- Co-ordinates a variety of sensitive and confidential meetings, appointments, and interviews including inviting participants, scheduling times and dates and all logistics including booking rooms, making travel arrangements, arranging room set-up, audio-visual equipment and meals and refreshments
- Prepares for meetings by composing and distributing agendas and materials
- Organizes and maintains the department calendar
- Coordinates employee and community training events as assigned
- Coordinates agency events as required

Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as employees, the bargaining agent, government agencies, community contacts and other CAS's
- Shares and maintains information according to privacy and/or confidentiality guidelines
- Respects ethnic, spiritual, linguistic, familial and cultural differences
- Ensures actions align with the Mission, Vision and Values of BGCFS

Team Building

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings, training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

Other Related Activities

Documents Management

- Provides expertise and leadership in the use of technology for document management including the systems used and for which specific purposes, the naming conventions used, quality review to ensure efficacy of the document management process
- Act as User Acceptance tester for all IT upgrades and system testing. Participates in all focus groups that examine software solutions and efficiencies for the agency
- Provides expertise and training to all leaders and staff to ensure the proper use of IT software that supports document management
- Knows and adheres to all applicable BGCFS policies, procedures and relevant administrative practices

- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by leadership
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participation in internal and/or external committees
- Participates in special projects and performs other duties as required

KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES

Qualifications

- BA preferred or Community College Diploma with relevant experience; in office administration, business administration human resources administration, communications or equivalent.
- Advanced knowledge of Robert's Rule and Parliamentary Procedure
- Advanced knowledge of the role of a governance board and the roles and responsibilities of governors
- Minimum 5 years' experience in positions with increased levels of responsibility
- Excellent office administrative skills
- Experience training others
- Experience in Project Management

General Skills and Attributes

- Excellent ability to use MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, etc.)
- Advanced written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid ability to make decisions of sound judgment and choices of action often in urgent situations
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Solid ability to analyze information, problem-solve and make good decisions
- Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency and compassion
- Ability to work with and meet tight timelines
- Innovative and solution focused

EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Frequent periods of review and analysis and/or proofing of documents
- Multi-tasks within a fast-paced, high-volume and demanding environment
- Frequent interruptions
- Hours of work to meet the needs of the organization may include evenings and weekends

- Travel to the two BGCFS sites or within the BGCFS region and offsite meetings

DISCLAIMER

The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BGCFS COMMITMENTS

We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at hr@bgcfs.ca . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.