



Executive Assistant

The Association of Ontario Midwives (AOM) has a mission to advance the clinical and professional practice of Indigenous/Aboriginal and Registered Midwives in Ontario. We are seeking a full-time Executive Assistant to join our dynamic and progressive organization. The Executive Assistant will provide senior level coordination and administrative support to the Executive Director, the President and the Board of Directors.

Reporting to the Executive Director, the Executive Assistant is responsible for organizing, scheduling and managing several complex calendars, in preparation for and participation in, internal and external meetings, including all travel and accommodation requirements, agenda preparation, and expense reporting. The Executive Assistant will be a key liaison with stakeholders, government representatives and members, representing the AOM with discretion, tact and courtesy. Working closely with the Executive Director and other senior management staff, the Executive Assistant will draft, edit and proof-read correspondence, reports and other materials for distribution and manage the flow of information in and out of the executive office.

The successful candidate will have at least three years' experience in supporting a senior level executive including: meeting and calendar management; taking meeting minutes; and working with committees. The successful candidate must have excellent organizational, time management and planning skills. In possession of strong written and verbal communication skills, this individual must also be able to manage multiple tasks, deadlines and demands with diplomacy and proficiency. Excellent interpersonal skills are required by the Executive Assistant to develop collaborative relationships with members, colleagues and external stakeholders. The ideal candidate will have proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and a high level of accuracy and attention to detail. The ideal candidate must be able to work independently on their own initiative as well as in a team environment. This position will appeal to those who wish to work in a fast paced and challenging environment.

The AOM is a pro-choice organization, supporting reproductive choice and access to abortion care. This position offers an excellent and dynamic work environment that promotes collaboration and professional development. The organization strives to provide an environment that promotes good work life balance. This position will work from our office, conveniently located near the Sherbourne subway station in Toronto.

This full-time position offers a salary competitive with similar positions offered in professional associations and a competitive benefits package.

Please submit resume and cover letter to:

Kelly Stadelbauer, Executive Director
executivedirector@aom.on.ca

Please include "Executive Assistant position" in the subject line.

The submission deadline is 10:00 a.m. on August 24, 2018.

Applications received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.

The Association of Ontario Midwives is committed to inclusive and accessible employment practices. We welcome and encourage applications from individuals who reflect the broad diversity of communities with which we work. The AOM welcomes applications from people with disabilities and, as such, if you require an accommodation to fully participate in our application or hiring processes appropriate accommodations will be provided as required. Please contact kelly.stadelbauer@aom.on.ca regarding your request.

For more information, visit our website: www.ontariomidwives.ca.

Due to the anticipated number of applications, we regret that we can only reply to those candidates who will be selected for an interview, but we thank all applicants for their interest in this position.