

New

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

50051252

Position Name (200 character maximum)

Executive Assistant to Executive Director

Requested Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

100006

Cost Centre

625634

Program Code: (enter if required)

03525

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

YPFS/Prevention of Family Violence & Abuse Branch

☐ Current organizational chart attached?

Supervisor's Position ID

50051252

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This is an administrative support position, reporting to the Executive Director, Prevention of Family Violence and Abuse, Prevention of Family Violence and Abuse Branch, Youth and Preventive Family Services Division. The Administrative Assistant will have a highly developed communication skill-set with a demonstrated ability to draft correspondence and agendas, research, co-ordinate and assemble material for Executive Director primarily and some assigned duties for Branch Directors. With exceptional organizational skills, the Administrative Assistant will review the Executive Director's incoming correspondence as well as schedule and co-ordinate meetings, provide coordination to ARTS requests (involving writing, formatting, editing and critical thinking skills. In addition, this position coordinates travel of the Executive Director, Directors and some travel for the Branch.

To succeed in this fast-paced, dynamic and politically sensitive environment, the incumbent must be highly motivated and demonstrate self-confidence and discipline. Strong interpersonal skills will assist with contacting officials in partnering ministries, and with other areas within Youth and Preventive Family Services. In addition, they will perform related administrative tasks as assigned by the Executive Director to support the ongoing work of the Branch. This includes support to coordination of designated provincial committees such as the Family Violence Death Review

Committee and other key identified committees. Teamwork is required, specifically working closely with branch and ministry staff to respond to the emerging requests and independently by prioritizing, organizing and developing work with limited instruction, and executing and implementing administrative policies.

As a staff resource within this unit, the Administrative Assistant will facilitate cooperation and sharing of knowledge within and across Ministries and Divisions enhancing relationships with internal and external groups. The administrative assistant will work with Divisional administrative staff and may provide training and orientation to other staff, participate in a culturally safe manner with team and stakeholders.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Administration

- Schedules appointments, books meeting facilities, develop hosting requirements; plan/coordinates travel schedules and travel arrangements. Process Expense claims and P-Card Purchases.
- Prepares files and documents for meetings for the Branch. Highlighting/flagging items requiring special attention, possible contentious issues, researching background information as required.
- Reviews incoming mail, correspondence and faxes. Follows up on action items as required.
- Drafts correspondence, minutes and agendas. Researches, co-ordinates and assembles materials. Prepares briefing binders for various meetings and events.
- Provides administrative support to other Directors and professional staff of the division, as required.
- Co-ordinates information and outstanding communication within assigned special projects.
- Designs and develops varied technical materials to support presentations by the Executive Director, Directors and staff, including power point slides, handout materials, promotional materials, etc.
- Participates in team, division, cross-ministry and external stakeholder meetings by taking minutes and disseminating these minutes to meeting participants in a timely fashion.
- Develops and maintains relationships with administrative, managerial staff and external stakeholders in areas served by this unit, including women's shelters, sexual assault centres, community grant applicants and recipients.
- Responds to issues referred by other staff.
- Position will serve as designated workplace administrator.
- Administrative duties, as assigned.

2. Office Management and Coordination

- Develops and maintains a record keeping system to meet unit needs.
- Develops and maintains internal procedures and standards relating to office administration within this unit. Ensure in office coordination of Branch resources and office maintenance.
- Performs lead administrative functions (e.g. data tables, queries, mail merge) while ensuring the ongoing operation of any assigned databases or Excel databases.
- Provide Branch coordination on behalf of the Executive Director supporting the leadership team.
- Support to financial payment systems as needed and Financial coordination on behalf of the Executive Director.
- Manage P-Card and travel coordination.
- Office Management duties, as assigned.

3. Project Requirements

Typically, the Executive Director will broadly define any project requirements, and this position will be expected to exercise initiative and judgment in adhering to the project proposals, coordinating with staff and stakeholders within the Division and across the Province, tracking project progress, and delivering timely products.

Projects as assigned.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

In providing assistance to the Executive Director, this position may be called upon to deal with a variety of people and needs ranging from MLAs, board or committee members to administrative support staff, managers, Minister, Deputy Minister, or ADM offices. Further, there is a variance in the needs and complexity of work being handled by the project team.

Creativity is applied in researching and composing varied technical materials and responses to inquiries on behalf of the Executive Director. The incumbent must exercise resourcefulness and adaptability in working proactively to anticipate and resolve problems and issues within the project timeline. Independent judgment is required in consulting with the Minister, Deputy Minister and ADM office.

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

High School Diploma

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Knowledge of Branch Services & Programs – A thorough understanding of the Branch's services, program areas, and operational priorities to effectively support business functions and initiatives.

Advanced Communication Skills – Strong verbal and written communication with tact and diplomacy, ensuring clear and professional interactions with the public, government officials, and senior staff.

Meeting & Administrative Coordination – Skilled in organizing meetings, preparing agendas, documenting minutes, and managing follow-up actions to support effective decision-making.

Analytical & Research Proficiency – Exceptional ability to conduct research, analyze complex information, and synthesize findings into logical and actionable insights.

Project & Contract Management – Competent in tracking projects, monitoring deliverables, updating timelines, and ensuring contract compliance through effective management strategies.

Time Management & Adaptability – Strong organizational and prioritization skills to balance multiple projects, meet tight deadlines, and adjust to changing demands while maintaining efficiency and composure.

Technical & Digital Proficiency – Extensive knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, Access, Outlook) with strong digital literacy for navigating Internet/Intranet platforms.

Departmental Software Expertise – Proficiency in specialized applications such as Action Request Tracking System (ARTS), ACS WorkLinks, Contract Management and Administration System (CMAS), and 1GX for operational effectiveness.

- Confidentiality & Political Awareness – Understanding of the political sensitivities related to program operations, ensuring professional interactions with Ministerial, Executive, and external offices while maintaining discretion.
- Problem-Solving & Decision Making – Ability to anticipate potential challenges, identify solutions proactively, and use sound judgment in resolving issues.
- Interpersonal & Stakeholder Engagement – Highly developed interpersonal skills to foster effective communication and collaboration with diverse internal and external stakeholders.
- Policy & Procedural Knowledge – Well-versed in government and departmental policies, processes, and administrative responsibilities to ensure compliance and operational efficiency.

This version integrates your additions while keeping the structure clear and concise. Let me know if you'd like any further refinements!

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Develop Self and Others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seeks out learning and knowledge-sharing	