

Ontario Educational Leadership Centre (OELC/CASO)

Role:	Executive Associate
Reporting To:	Executive Director (Direct)
Direct Reports:	Office and Seasonal Staff
Hours:	9am -5pm (additional evening and weekend hours are required during the peak summer season)
Location:	OELC/CASO, Longford Mills, ON
Job Status:	Full Time, Permanent

Organization Overview: The OELC/CASO *vision* is “Empowering Leadership” achieved by our *mission* through innovative and experiential learning to inspire change. Our foundational *values* are firmly grounded in innovation and excellence; reflection and transformation; equity and inclusivity; wellbeing and connections; environmental awareness and stability; transparency and accountability. Our *strategic priorities* emphasize innovative programming; marketing identity; organizational stability; and people. OELC/CASO believes that our youth can and do make a difference – both today and tomorrow.

Position Summary: As a critical member of the OELC/CASO leadership team, the Executive Associate assumes a comprehensive role in a wide range of functions that support the Executive Director in the leadership of the effective and efficient operations of the Centre, its governance and administrative functions, communications and correspondence, course registration and support of course programs. As the ‘manager of first impressions’ the Executive Associate serves as the first line of communication for many OELC/CASO stakeholders – education community members, user groups, Ministry of Education partners, alumni, sponsors, donors and community partners. The Executive Associate will support the Executive Director with health, safety, and compliance requirements, and governance processes, ensuring that all board, committee and ministry reports are complete.

Ideal Candidate: A proven administrator with a self-starting spirit and a willingness to wear many hats to support the immediate priorities of an organization that strives to help build the next generation of leaders in Canada; someone who is committed to be a proactive support for the Executive Director, while supporting volunteers to achieve the ambitious goals of OELC/CASO.

Qualifications & Skills:

- Experience in office oversight, leadership and administration of operations; preference given to those with experience supporting youth focused organizations
- Demonstrated ability to work professionally with the public with a commitment to quality service and best practice
- Ability to independently perform administrative duties with speed and accuracy
- Active listener with the ability to respond appropriately to various stakeholder questions and situations
- Strong organizational, written and oral communications skills
- Demonstrated ability to work independently and meet deadlines
- Ability to use and learn computer applications (e.g. MS Office Suite, CampBrain, Google Docs, QuickBooks etc.)

- Ability to use, train and trouble-shoot on all site equipment (security system, telephone, fire systems, etc.)
- Strong planning and time-management skills
- Demonstrated change management skills to adapt to changing priorities
- Demonstrated use of tact, diplomacy and confidentiality
- Proven ability to work collaboratively in a team environment
- Passionate about youth leadership and the leadership development process
- Dedicated to continuous learning of research-based best practices and new initiatives
- Detail oriented and analytical with strong problem solving skills
- Proven ability in promoting equitable practices which value inclusiveness and diversity
- Fluency in French and English an asset

Primary Duties & Responsibilities:

- Serve as the first point of contact fostering key relationships within Ontario's education network, clients and partners, proactively and in responsive ways to service their needs
- Actively communicate and correspond with stakeholders with thorough knowledge of all courses and programs
- Support in management and delivery of operational budget and plan
- Oversight of the effective and efficient function of OELC/CASO course registration, Ministry programs, conferences, special events and user groups
- Complement the Executive Director in fundraising, marketing and promotional activities
- Support the Alumni Relations Committee's alumni contact management strategy
- Safeguard governance and administrative functions for the organization, working with the Executive Director as per the fiduciary and legal responsibilities of the Board including the preparation of all relevant organizational reports for the OELC/CASO Board of Directors
- Support hiring process and oversight of seasonal site staff and Centre Managers
- Promote and support a positive, inclusive, healthy and safe work environment
- Coordinate distribution of schedules, records, logistics in support of courses, Ministry and special programs (including Minister's Student Advisory Council) to ensure smooth operations
- Oversee administration and reporting of financial assistance/bursaries
- Support Course Directors as required before and during courses and other special programs
- Ensure data integrity and up to date files and archives (electronic and paper)
- Conduct data analysis, create and distribute regular reports for Executive Director, Board of Directors, Course Directors and external organizations
- Maintain policy, procedure and internal operating manuals, team functions and processes
- Facilitate compliance audits and reports (i.e. police checks, disability, health etc.)
- Assist the Executive Director with requirements associated with facility operations
- Aid the Executive Director with website content creation and oversee website development and maintenance
- Oversee staff to manage office, site, clothing and course supplies in an organized and timely manner
- Evaluate regularly the quality, cost and performance of the supplier products and services
- Work in compliance with the provisions of the Occupational Health & Safety Act and other regulatory legislation
- Other duties as assigned by the Executive Director