

JOB POSTING

APPLICATION INSTRUCTIONS

- Deadline is Wednesday, May 6, 2015.
- Please submit an up-to-date resume with cover letter to careers@odscore.com
In your cover letter, please answer the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - Why are community foundations important?
 - What makes Hamilton a great place to live?
- We appreciate your interest, but only applicants being considered for an interview will be contacted.

THE ROLE

Hamilton Community Foundation (HCF) has a very clear vision: a vibrant, inclusive Hamilton. To achieve this vision, our mission is to drive positive change by connecting people, ideas and resources.

The **Administrative Assistant, President & CEO/Finance & Operations** is responsible for providing confidential administrative support to the President & CEO's office and to the Finance & Operations team in order to meet work and operations plan objectives.

WHAT WE'RE LOOKING FOR

We're looking for a highly professional and experienced administrator to provide primary support to the President & CEO and the Executive Vice-President/Finance & Operations, in collaboration with the Executive Assistant. The Administrative Assistant will co-ordinate appointments and schedule meetings, travel and other activities involving the President & CEO, EVP, and Board of Directors.

This role also maintains overall administrative organization for the Executive Vice-President, Finance & Operations and provides administrative assistance to a variety of committees.

To be successful in this role, you'll need to be extremely organized, proactive, unflappable, service-oriented and flexible. You'll need to be someone who can manage senior-level relationships, work with discretion and exercise good judgment when it comes to problem solving and setting priorities. You'll also need to have an aptitude for learning new technologies and utilizing systems that promote efficiency.

Additional administrative responsibilities include preparing correspondence, reports and other documentation, taking and distributing professional minutes, travel planning and co-ordination, as well as preparing and maintaining meeting rooms.

WHERE YOU ARE NOW

At this point in your career, you are an experienced administrative assistant looking to apply your many skills in a mission-driven, community-focused environment. You are involved in your community and are passionate about the Hamilton region and the many opportunities it provides to residents and visitors alike. Your specific qualifications include:

- Diploma or certificate in secretarial science or related studies, or equivalent combination of education and relevant experience
- Minimum three years' experience in an administrative role, preferably in the legal, financial services or not-for-profit sector
- Proven experience and success developing strong professional relationships with people both within and outside of an organization
- Strong listening and writing skills with the ability to synthesize information
- Preference for proven experience in professional minute taking and familiarity with protocol for running meetings and conferences, including Robert's Rules of Order
- Strong organizational and time management skills with focus on accuracy and attention to detail
- Process oriented
- Skilled at managing multiple priorities with the ability to meet deadlines
- Ability to problem solve and conduct research
- Platform of technical skills to perform the duties above, including but not limited to: Microsoft Office 2010 or 2007 (Outlook, Word, Excel and PowerPoint) and the Internet. Experience using Doodle is an asset, as is familiarity with a variety of social media platforms.
- Ability to work and interact with volunteers, staff, board members, donors and professional advisors
- Ability to handle sensitive and confidential information discreetly
- Initiative and the ability to work collaboratively and with minimal supervision
- Intellectual curiosity

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most. Community foundations are charitable organizations dedicated to improving communities in specific geographical areas. They do this by pooling the charitable gifts of donors to create endowment funds and using the investment income to make grants. Some community foundations support a town or a city, while others support an entire province. HCF celebrated 60 years of community granting and leadership in 2014. Learn more at www.hamiltoncommunityfoundation.ca