



Mental Health & Autism Services
for Children & Youth
Services de santé mentale et
d'autisme pour enfants et jeunes

Maltby Centre – E2021-03

Executive Assistant & Board Liaison

Kingston, Ontario

Job Posting Number

E2021-03

Position Type

Regular Full-time

Salary

Ranging from
\$52,526 to \$61,302
annually

Benefits

Excellent Employee
Benefits and
Healthcare of
Ontario Pension Plan

Closing Date:

February 1, 2021

www.maltbycentre.ca

Maltby Centre is the regional lead agency for Mental Health and Autism Services, with an experienced and compassionate team of professionals who provide high quality, community based health and support services to children and youth in Kingston, Frontenac, Lennox & Addington (KFL&A). Formerly known as Pathways for Children & Youth, Maltby Centre is a registered charity and not-for-profit agency established in 1996 and funded in part by the Ontario government. Through the work of over 140 dedicated staff, Maltby Centre creates possibilities for change in young lives.

Reporting directly to the Executive Director, the Executive Assistant & Board Liaison provides executive support in a one-on-one working relationship. The position serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the office of the Executive Director. The position also serves in a Liaison capacity to the Board of Directors. The Executive Assistant & Board Liaison organizes and coordinates executive outreach and external relations efforts and oversees special projects. This is a role that requires creativity and a strong ability to multitask in a fast-paced environment that is mission driven, results-driven, and community oriented. The Executive Assistant & Board Liaison is a self-directed independent thinker with strong critical thinking abilities, exercises good judgement in a variety of situations, and has strong written and verbal communication.

Along with a Bachelor's degree and/or diploma in office/administrative management and specific file/data management training, you are a visionary and an accomplished/experienced Executive Assistant/Board Liaison who is a team player with a passion for autism and child and youth mental health services.

To explore this exciting opportunity at Maltby Centre further, please submit a cover letter and résumé, quoting the job posting number to:

The Hiring Committee, Maltby Centre

Email: hr@maltbycentre.ca

Maltby Centre is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, Maltby Centre will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities.

We appreciate the time and effort in applying; however, only applicants selected for interviews will be contacted.