



Executive Assistant to the CAO / Strategic Initiatives Coordinator

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Executive Assistant to the CAO / Strategic Initiatives Coordinator position and look forward to discussing how the Township of Ramara can become your next career choice.

Core Responsibilities

- The Executive Assistant to the CAO / Strategic Initiatives Coordinator provides high-level administrative and strategic support to the Chief Administrative Officer (CAO) and the municipality's Senior Leadership team;
- This position encompasses executive assistance functions, such as: managing the CAO's office, coordinating calendars, meetings, communications, assisting with drafting media releases and monitoring social media;
- Plays a critical role in supporting and implementing key strategic initiatives aimed at advancing municipal goals and objectives by: Assisting in the development, coordination, and execution of strategic initiatives and key municipal projects, tracking the progress of assigned strategic initiatives, ensuring milestones are met, assisting in preparing reports and presentations for Council and the CAO on the status and outcomes of strategic initiatives;
- Work with the Manager of Business, Community Engagement & Communications on various forms of Corporate Communications.

Experiences

- Minimum five years' experience in a municipal setting with demonstrated understanding of municipal operations and administrative/project experience;
- Proven experience in strategic planning, project management, or policy development is highly desirable;
- Experience with the use of Social Media/Media Networking;

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Executive Assistant to the CAO / Strategic Initiatives Coordinator" addressed to Brittany Wilson, CHRP Manager of Human Resources / Health & Safety, and submit it to hr@ramara.ca by **4:30 p.m. on February 7, 2025**.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.

Qualifications / Skills

- A diploma or degree in public administration, business administration, project management, Communications, Public Relations or a related field. Equivalent experience may be considered;
- Excellent organizational, verbal and written communication skills, interpersonal skills, time management, and the ability to work in a team environment;
- Excellent computer skills using Microsoft 365 including Outlook, Excel, Word, PowerPoint, Outlook, Teams and the Internet;
- Ability to manage sensitive and confidential information with discretion;
- Strong problem-solving skills and attention to detail;
- Ability to work independently and collaboratively within a team environment;
- Understanding of municipal governance, policies, and procedures is an asset;
- Must possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle;
- Effective, verbal, oral and written communication skills;
- Excellent time management skills.

Salary

\$35.68 - \$41.74 per hour (under review)