

Executive Assistant to the CAO

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the EA to CAO position. We look forward to your application!

Core Responsibilities

- Provide high-level, confidential administrative and organizational support to the Chief Administrative Officer (CAO)
- Manage complex calendars, meetings, and appointments for the CAO
- Prepare and coordinate meeting agendas, reports, minutes, and follow-up actions (Council, senior leadership, committees)
- Draft and edit correspondence, reports, memos, and presentations
- Conduct research and analysis to support municipal initiatives and decision-making
- Maintain organized, confidential filing systems and office records
- Monitor and administer the CAO's operating budget
- Project Management as assigned by the CAO
- Provide administrative support to the Mayor and Members of Council as needed
- Prepare and manage correspondence, proclamations, and official documents
- Triage incoming inquiries, ensuring timely and appropriate responses based on sensitivity and priority
- Assist with preparation of confidential Council materials
- Liaise with government officials, media, internal departments, and external stakeholders
- Support corporate communications in collaboration with Communications staff
- Respond to public inquiries with professionalism and alignment to municipal protocols
- Prepare public notices, announcements, and website content
- Handle sensitive, legal, and confidential information with discretion and integrity
- Ensure compliance with relevant legislation, including privacy and occupational health and safety requirements

- Adhere to Code of Conduct and maintain awareness of best practices and regulatory changes
- Represent the municipality in a professional, customer-focused manner

Experience, Qualifications & Skills

- Diploma or degree in Public Administration, Business Administration, or a related field (equivalent experience may be considered)
- Experience in a municipal setting (approximately five years) with demonstrated understanding of municipal operations and administrative/project experience is desirable but not required.
- Experience in project management and/or policy development is considered an asset
- Completion of, or enrollment in, the AMCTO Municipal Administration Program is an asset
- Strong organizational, time management, and multitasking abilities
- Excellent verbal and written communication and interpersonal skills
- Advanced proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) and internet applications
- Demonstrated ability to handle confidential and sensitive information with discretion
- Strong analytical, problem-solving skills, and attention to detail
- Ability to work both independently and collaboratively in a team environment
- Knowledge of municipal governance, policies, and procedures is an asset
- Valid Class "G" Ontario driver's licence and access to a reliable vehicle
- Successful completion of a Criminal Record Check prior to employment (at candidate's expense)

Salary

\$42.03 - \$49.17/ hour. Join a team that invests in you! Enjoy OMERS pension plan membership and a comprehensive health and dental benefits package designed to support your well-being and future.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**EA to CAO**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open **until June 21, 2026**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.