



Position: Executive Assistant (EA)

Status: Full Time, Non-Union

Salary Range: \$60,106 – \$70,316, based on a 35-hour work week

Location: Parry Sound, Ontario

Closing Date: 4:00 p.m. on Monday, March 17, 2025, resume and cover letter in one PDF document

Overview of the Opportunity

Reporting to the Chief Administrative Officer (CAO), this existing position will provide administrative and executive level support to both the CAO and Reeve. The EA is expected to manage a high volume of work in a consistent, confidential and timely manner. Not only supporting the CAO and Reeve this position will interact with Members of Council, municipal and other government representatives, businesses, community organizations, the public and with all employees at The Archipelago.

Who we are

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus, and you want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve shared goals. You are a proactive individual with excellent organizational skills, strong communication abilities who can manage sensitive and confidential issues with tact and diplomacy. You like problem solving, expanding your horizons and making positive impacts on your community and beyond.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area, we offer a robust employee benefits program, an Employee and Family Assistance Program and are members of the Ontario Municipal Employees Retirement System (OMERS).



What You'll Do

Administrative Support

- Provide general administrative support to the CAO, including scheduling internal and external meetings, calendar management, travel coordination and maintain highly confidential documents including Human Resource and legal in-camera reports.
- Coordinate CAO led meetings and provide administrative support including agenda distribution, taking and distribution of meeting notes and action items in a timely manner to members of the Executive Leadership Team (ELT).
- Prepare draft Council and Committee reports, specialized reports directed by the CAO and research, write, format, and edit correspondence and reports on behalf of the CAO and Council.
- On behalf of the Reeve, coordinate conference registrations, meetings, travel arrangements and assist in the coordination of agenda materials and letters.
- Act as a barometer for issues arising in the workplace and inform the CAO accordingly.
- In the absence of the CAO, provide business continuity as required.
- Provide administrative support to the Director, Legislative & Information Services and the Manager, Human Resources as necessary.

Communication and Intergovernmental Relations

- Draft memos, communications to Council, letters, reports and confidential correspondence as required for the CAO and ELT.
- Acts as a communication link between the CAO, Reeve and Council, government agencies, other agencies, ELT, employee groups and the public.

Education

- 2-year College diploma in Business Administration or another related discipline.
- Certificate in Business or Office Management an asset.

Experience and Skill

- Minimum 3-4 years related experience working in an office administrative function, direct support to a senior leader an asset.
- Strong communication skills with the ability to exercise tact and diplomacy is essential.
- Advanced computer literacy skills utilizing Microsoft Office Suite 365 (PowerPoint, Word, Excel, Outlook, Teams and SharePoint).

Refer to position description, at www.thearchipelago.ca, for a complete description.

Resumes to be directed to:

Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter in one pdf document



We thank you for your interest, however only candidates under consideration will be contacted.

The Township of The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.