

**Join a Leadership Team Making a Difference**  
We Currently Have a Rewarding Career Opportunity  
**Full Time/Permanent, Executive Assistant, Board & Senior Leadership**  
To Start ASAP.

Are you an experienced Executive Assistant who thrives in a fast-paced environment supporting senior leadership teams and organizational governance? The Kawartha-Haliburton Children's Aid Society is seeking a highly organized, proactive administrative professional to join our leadership team in a pivotal role that supports both our Executive Director and Board of Directors.

Located in the beautiful Kawartha Lakes Region—just 90 minutes east of Toronto—our agency provides child welfare services across our communities through offices in Peterborough, Lindsay, and Haliburton. As we continue to grow and evolve, we are looking for a dynamic Executive Assistant who can bring structure, insight, and professionalism to the executive office and ensure seamless coordination at the highest levels of the organization.

This is a unique opportunity to contribute meaningfully to a mission-driven agency while growing your own leadership and administrative capabilities. You'll be part of a forward-thinking, compassionate organization that values integrity, collaboration, and excellence in service.

**POSITION SUMMARY:**

Reporting to the Executive Director, the Executive Assistant - Board & Senior Staff provides a full range of confidential executive administrative services to the Executive Director and Board of Directors.

This position is also responsible for the direct supervision of 3 Administrative Assistants ensuring there is administrative support to Child Welfare Workers, coaching for success and/or improvement, and actively managing job performance to ensure their work supports the Agency's mandate. The Executive Assistant's responsibilities include assessing, developing, and growing administrative staff capabilities in using program and software efficiently and effectively.

This position will provide seamless coverage for the Executive Assistant – Services & Quality Improvement including collaboration when emerging issues require additional support.

**QUALIFICATIONS:**

**EDUCATION REQUIREMENTS**

- Post-secondary education related to administrative services is strongly preferred, with

- minimum requirement of secondary school diploma.
- Minimum 5 years of office administration experience working successfully in not-for-profit sector with senior executive and governance boards.
- Minimum 3 years' experience coaching, monitoring and evaluating staff performance; identifying and assigning workload; and identifying training needs.
- Prior experience designing, developing and implementing administrative policies, procedures, processes and best practices.
- Prior experience in performance improvement assessments and development of learning opportunities for administrative staff.

#### **KNOWLEDGE & SKILLS REQUIREMENTS**

- Knowledge of the Ontario child welfare system, its function and work..
- Knowledge of the roles and process associated with not-for-profit governance structures.
- Knowledge of the child welfare environment including influence of by-laws, board policies, provincial and federal legislation.
- Proficient skills in all Microsoft Office applications, use of social media, data systems.
- Organizational and time management skills.
- Problem solving skills.
- Effective communication skills
- Ability to work extended hours to accommodate evening meetings.
- Ability to successfully work independently.

**SALARY:** \$73,207 - \$89,837

Applications, **quoting competition number M2507**, no later than January 2, 2026, may be submitted using one of the following methods:

E-mail: [khcas.hr@khcas.on.ca](mailto:khcas.hr@khcas.on.ca)

Mail: Kawartha Haliburton Children's Aid Society  
1100 Chemong Road  
Peterborough, ON K9H 7S2  
ATT: HUMAN RESOURCES

Fax: 705.745.6641

#### **ACCOMMODATION:**

Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources department at 705-743-9751 x1260. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable the candidate to be assessed in a fair and equitable manner.

KHCAS is committed to building a diverse workforce representative of the communities we serve. We welcome applications from all qualified candidates, and encourage applicants from Black, Indigenous, racialized and 2SLGBTBQ+ communities. We are committed to a selection process and work environment that is inclusive and barrier free.