



PMFRC Employment Opportunity

Administrative Assistant to the ED

Department	Management and Administrative Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	Administrative Assistant to the ED <ul style="list-style-type: none">▪ Indefinite Full-time Contract to start July/August 2024▪ Health Benefits: life insurance, disability insurance and accidental death and dismemberment coverage. RRSP – 2% matching RRSP after one (1) year of employment▪ Work/Life Balance – Paid and Unpaid Leave (vacation, family related, and sick leave).
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Occasional Evenings will be required)
Salary	\$20.48 - \$24.05/hour
Immediate Supervisor	Executive Director
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Enhanced Reliability, Criminal Record, Vulnerable Sector, IS Security Procurement

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that serve, involve, and advocate for our military community, its members, and families, and address the unique military lifestyle challenges, resulting in an enhanced quality of life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families. For more information on who we are, please visit us at [CFMWS Website](#).

The Role(s)

Under the direction of the Executive Director, the Administrative Assistant provides administrative and operational support to the Executive Director. This is a high-level Administrative Assistant position and serves as the primary point of contact for internal and external communication for the Executive Director and must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the PMFRC's Leadership Team, Board members, dignitary visitors and other community stakeholders. In addition, the Administrative Assistant plans, coordinates and participates in internal committees, records minutes of meetings, and assembles information and logistic arrangements for various committees, working groups and other meetings.

(More detailed information is available in the accompanying job descriptions)

Qualifications

Grade 12 Diploma or equivalent

AND

Office Administration Training / Course

OR

A demonstrated equivalent combination of education, training and/or experience in supporting a senior executive or team

Experience Requirements

- In office administration and records management
- In organizing meetings and schedules
- In drafting and distributing correspondence
- In preparation of reports
- In coordinate and manage schedules, prepare, and organize administrative and strategic materials
- In supporting meetings with both minute taking and preparation of the meeting

Conditions of Employment

- Requirement to be fully vaccinated (two doses of an approved COVID-19 vaccine).
- Adhere to all PMFRC policies and procedures including policies regarding privacy code and confidentiality.
- Participate/ assist with all special events when required.
- Provide proof of any applicable registration with the respective regulatory body if applicable.
- Ability to provide a clear criminal record check, obtain an enhanced reliability security clearance, and vulnerable sector screening (current within 6 months).
- Valid Driver's license with access to a reliable vehicle for work related travel and requisite driver's insurance.
- Travel within the County of Renfrew.
- Thorough understanding of Canadian Armed Forces communities, systems, and policies to effectively assist families in accessing appropriate services and supports.

The selection process and interviews will be done virtually.

Posting Date: 26 June 2024

Closing Date: 10 July 2024

Potential Start Date: July/August 2024

If you wish to become a member of our team, please submit **both** a cover letter and resume in a Word or PDF format. Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

*Scan to be directed to Job
Opportunities on our website*

