



Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Ontario Catholic School Trustees' Association

To help accomplish this mission, the Association is seeking a

SENIOR SECRETARY

The Position

To provide administrative services to the Director of Administrative Services and to the Director of Legislative and Political Affairs, as well as to provide committee secretary services to the association.

The successful candidate must be committed to and respectful of the philosophy and traditions of Catholic education.

Qualifications

The applicant will:

- Have a minimum of 5 years' secretarial experience, 3 of which must be in a senior capacity
- Have excellent command of the English language, with superior spelling, grammar and proof reading skills
- Have excellent technical and computer skills: MS Word, Excel, PowerPoint, HTML, Outlook, etc.
- Have the ability to record and prepare minutes of committee meetings
- Have experience in planning meetings and events
- Be extremely organized, able to multi-task, prioritize and work with minimal direction
- Have excellent interpersonal and communication skills, and the ability to work as part of a team

The salary range is between \$51,747-\$64,659 with a comprehensive benefits package.

Qualified applicants are requested to submit a complete résumé including three written references. Written authorization to contact references is to be included with the application in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Applications marked "Personal & Confidential" will be received until January 28, 2019 at the address below:

Margaret Binns, Director of Administrative Services
Ontario Catholic School Trustees' Association
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