

JOIN OUR TEAM... CHANGE YOUR CAREER PATH!

Are you an awesome Executive Assistant?

Let's talk.

If you're highly organized, an exceptional communicator and a team player, we should talk.

Thunder Bay Counselling is seeking an Executive Assistant to join our fast-paced team. This position requires a professional individual who can strategically anticipate and meet administrative needs, has strong organizational and communication skills, and who is friendly and adaptable. An ability to work in a fast paced environment with a diversity of people is essential.

Areas of Responsibility

- Provides a variety of professional administrative duties for our Board of Directors, Executive Director and other leadership positions
- Prepares for and supports meetings and completes needed follow-up
- Drafts correspondence, reports and proposals
- Plans and coordinates events
- Authors and distributes communications to increase visibility of TBC and its brand to multiple stakeholders using a variety of mediums, including TBC social media platforms
- Monitors initiatives and information shared by government, media and other organizations

Qualifications

- Bachelor level degree in business administration or related field
- Five (5) years' experience providing administrative support at a senior level
- Knowledge and experience in communications and marketing, organizational governance and general business administration
- Exceptional verbal and written communication skills
- Solid understanding of communication tools, including social media platforms
- Understanding of Indigenous culture and history
- Bilingual (English/French) an asset



ABOUT Thunder Bay Counselling

Thunder Bay Counselling provides counselling, education and support services to help people make positive changes in their lives. Our clients are from diverse backgrounds and cultures. They are men, women, children, youth, seniors, couples, families, employees and employers.

Thunder Bay Counselling offers excellent group and time off benefits.

CLOSING DATE:

Tuesday, April 27th, 2021
at 4:30 p.m.

Qualified applicants are invited to submit their electronic applications, including covering letter and resumes to:

Allane Danchuk,
Director of Business & Finance
careers@tbaycounselling.com

Thunder Bay Counselling is an equal opportunity employer. Applications are welcomed from visible minority groups, Indigenous persons, members of sexual minority groups, persons with disabilities and others who may contribute to the further diversification of ideas. Accommodations are available upon request at any stage in the selection process.

Only those granted an interview will be contacted.

