



Ontario Catholic School Trustees' Association

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.

To help accomplish this mission, the Association is seeking a

SENIOR SECRETARY

The Position

To provide administrative support to the Director of Catholic Education and to the Director of Communications, and to carry out general office duties as assigned.

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

This is a full-time contract position until June 30, 2023, with a possibility for extension.

Qualifications

The applicant will:

- Have excellent technical and computer skills: MS Word, Excel, PowerPoint, Outlook, etc.
- Having experience updating websites using WordPress or other similar website content management systems would be a helpful skill for this position
- Have knowledge and capabilities operating virtual meetings (teleconference, Zoom)
- Be an energetic self-starter
- Have a minimum of 3 years' clerical/administrative experience
- Have excellent command of the English language, with superior spelling, grammar and proof reading skills
- 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 \$52,787-\$65,959.

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 accepted until **4pm on February 7, 2023** at the address or email address listed below:

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