



EMPLOYMENT OPPORTUNITY

Skills Compétences Canada – Ontario, a not-for-profit organization dedicated to promoting careers in the skilled trades and technologies as viable, first-choice career options for youth, is now accepting applications for a full-time **Executive Assistant to the Executive Director**.

The Executive Assistant is responsible for supporting a very busy Executive Director through scheduling of appointments, travel, sponsorship follow up, preparation of agendas, related materials and minutes for all Board of Directors' meetings and some special events coordination, in addition to clerical duties as needed.

Qualifications:

- Post-secondary education
- Minimum of 3 years' work-related experience
- Excellent oral and written communication skills
- Excellent computer skills a must; experience with Raiser's Edge an asset
- Well-developed organizational and time management skills
- Previous experience in the Not-for-Profit sector an asset
- Previous special events experience an asset

During peak times, position requires multi-tasking and some heavy lifting. Confidentiality, tact, diplomacy and patience are vital to the success of this exciting position.

If you are a team player, who displays a positive attitude and enjoys working in a fast-paced environment please submit a cover letter and resume by Friday, March 28, 2008 by email to maggiem@skillscanada.com or by fax to 519.749.6322.

NO PHONE CALLS PLEASE! ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.