



OASIS has grown from an original membership of six agencies to over 190 agencies in a period of 20 years. During that time the stature of OASIS as a well-respected provincial organization within the developmental services sector has grown, and so has the workload of the Board of Directors. OASIS' Mission statement is to facilitate the sharing of ideas, resources, systems and information. During OASIS' infancy, member agencies banded together to provide the support necessary to ensure that members were kept up to date on current trends, took an active role in advocating for positive change for the developmental sector with the Government and peers, and increase visibility to the members. With the growth in membership it has become exceedingly difficult to carry out the work of OASIS, especially with only volunteers.

Given the activities and responsibilities of OASIS, there is now a need to establish consistency of process to ensure that the administration and communication to member agencies and others are addressed in a different manner. As a result, OASIS is looking to contract an Executive Coordinator Services Consultant. This contract will be for a period of two years, with the potential for renewal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, distribute and action (if required) correspondence received by OASIS
- In consultation with the President, create process to ensure routine correspondence, member recognition and distribution of new member packages are completed in a timely manner
- Plan, schedule and communicate Executive, Board and Annual General Meetings
- Create a process to ensure membership database is preserved
- Assist with the preparation and implementation of the Annual Conference and Annual General Meeting
- Research & develop material for the Board of Directors as requested
- In consultation with the President and the Communication & Public Relations Strategies Committee, research, develop and publish content for the monthly Digest and bimonthly E-blast newsletter
- Provide administration of the OASIS website, Facebook and Twitter pages
- Provide a consistent communication flow with member agencies
- Ensure there is a transparent process from the Board of Directors to our member agencies to ensure priorities and issues are addressed
- Provide the Ministry and external contacts with a single point of contact for OASIS
- Prioritize conflicting needs; handle matters quickly, proactively and follow-through on initiatives to successful completion, often with deadline pressures
- Provide a bridge for smooth communication between the President and two Vice Presidents and external organizations; demonstrate leadership to maintain credibility, trust and support with Executive Committee members
- Undertake other duties as may be assigned by the Board of Directors

EDUCATION/EXPERIENCE/SKILLS:

- Seven to 10 years' experience supporting a President and Ministry Committee or other similar senior-level Executive in Government or other social service Association
- Expert level Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat and internet research skills

KNOWLEDGE/SKILLS/ABILITIES:

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills – friendly and polished with high energy – and the ability to build relationships with stakeholders, including Board members and external organizations
- Expert level written and verbal communication skills
- Ability to work calmly under pressure and to handle last minute changes quickly and efficiently
- Ability to anticipate the needs of the OASIS membership and to organize and prioritize the work accordingly
- Background in Government Executive Administrative Support
- Excellent relationship building and management skills

To apply, please submit your resume together with a covering letter to Careers@cltoronto.ca and indicate Executive Coordinator Services Consultant in the subject line.

We thank everyone for their interest in this position; however, only applicants with the necessary experience and education will be contacted.