

## Eastern Ontario Regional Network (EORN)

**Executive Assistant**  
**Full-Time Staff – remote position**  
**Expected end date: December 31, 2026**

**2023-NON-EORN-357**

EORN is a non-profit organization dedicated to improving rural connectivity, supporting economic growth and enhancing quality of life in eastern Ontario. Created by the Eastern Ontario Wardens' Caucus (EOWC), EORN helps to create innovative public-private partnerships to address the digital divide and support a stronger future for rural eastern Ontario communities.

In 2020, with funding allocated by the three levels of government, the EORN Cell Gap Project began. The physical build will take approximately six years to complete and will address the issues around coverage and capacity related to cellular service. Total government and partner contributions to the project are expected to be more than \$300 million. EORN also recognizes that broadband services for the region need to continue to evolve and improve. EORN will continue its advocacy and encourage the Government of Canada and Province of Ontario to continue to invest in broadband in eastern Ontario.

We are a dynamic, diverse team of entrepreneurs, senior municipal staff, engineers and consultants, who work in varied locations across eastern Ontario. We are passionate about improving connectivity for our region.

Reporting to the Chief Executive Officer (CEO), the primary function of this position is to provide professional administrative support, research and communications assistance to the CEO, leadership team and board of directors.

### **JOB DUTIES:**

#### **Administrative Support:**

- Provide administrative support to the CEO and directors, as required.
- Provide administrative support to the project managers, as required.
- Assist the CEO and directors in executing the board approved strategic plan and digital strategy including tracking and drafting reports to the boards of directors.
- Provide administrative support to the policy review team to ensure that policy manuals are current and available to the EORN team and boards of directors.
- Perform research and analysis on legislation, policy and information documents received by the CEO and directors.
- Assist leadership team and EORN team by preparing meeting agendas, minute taking and tracking action items, as required.
- Coordinate meeting requirements including booking meeting venues, travel, accommodations, catering, etc. for the leadership team and EORN team.
- Coordinate conference and travel bookings for the CEO and directors, as applicable.

#### **Administrative Support to the Board of Directors:**

- Provide administrative support to the EORN and EORN Consulting Services (ECS) boards of directors including scheduling and arranging board and board committee meetings, preparing and circulating agenda packages, minute taking and ensuring appropriate information management for corporate documents.
- Ensure board of directors and board committee reports and minutes are signed and uploaded to the EORN portal.
- Coordinate catering for the board and board committee meetings, as applicable.
- Organize and schedule rooms and accommodations for members of the boards, as applicable.
- Coordinate conference and travel bookings for the members of the board of directors, as applicable.

**Communications:**

- Draft reports, briefing notes, presentations and correspondence to assist the CEO and directors, as required, following the branding and style guide.
- Provide support to the communications team to ensure that EORN branding and style guides are adhered to for reports, presentations, correspondence, etc.
- Provide support to the communications team in managing content for the EORN website and social media accounts.
- Assist in the coordination of special events, activities and workshops, as required.

**Information Management:**

- Active member of the information management team, ensuring the collection, storage, management and maintenance of data and other forms of information using Microsoft SharePoint software.

**General Duties:**

- Perform the responsibilities of the position by upholding and maintaining a high degree of discretion and confidentiality.
- Maintain a professional working relationship with members of the board of directors, directors, colleagues, municipal representatives, government ministries and outside agencies.
- Protect your own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Undertake special projects, as assigned.
- Other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

- Certificate in office administration or other relevant equivalent education.
- Three years' experience as an executive assistant, preferably in a municipal or non-profit organization.
- Ability to work independently and collaboratively with a remote team.
- Excellent organizational, time management and problem-solving skills.
- Excellent oral, written and interpersonal communication skills.
- Advanced proficiency with Microsoft 365 including Outlook, Word, Power Point, Excel, SharePoint and Teams.
- Ability to conduct research and create reports and presentations.
- Ability to handle sensitive information with discretion.
- Must provide a clear criminal record check.
- Must possess a current valid driver's license with a clear drivers abstract and have reliable transportation.
- Must be able to travel for business purposes regularly.

### **Other Considerations/enhanced qualifications**

- Experience in non-profit or municipal organizations.
- Experience in information management best practices using Microsoft SharePoint.
- Experience in working with and maintaining websites and social media.
- Experience as a remote worker or work from home arrangement.

### **CONFLICT OF INTEREST PROVISION**

Due to the nature and requirements of the independent claim review and advocacy process, EORN expects that the Customer Service and Support Assistant that works for EORN during the implementation phase of the Cellular Services Connectivity Project will not be otherwise employed or under contract to any of the bidding or selected Proponents.

**RATE OF PAY:** \$65,000-\$75,000 per annum with excellent fringe benefits and OMERS enrollment

Please send resume and cover letter by email to:

Juliana Finney  
Human Resources Advisor  
Talent Management & Acquisition  
PO Bag 4400, 235 Pinnacle Street  
Belleville, ON K8N 3A9  
Fax to: 613-966-6775  
[careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Applications will be accepted until 4:30 p.m. on **Monday, January 15, 2024**. Please quote **2023-NON-EORN-357** in your application.

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*