



Bilingual Executive Assistant – Hybrid

Head Office

Permanent · Full-time · Non-Unionized

Andrew Fleck Children's Services is looking to hire an experienced Bilingual Executive Assistant. Your role as Bilingual Executive Assistant will be far from one-dimensional. Working closely with the Chief Executive Officer (CEO), you will have an opportunity to provide senior level support to the CEO, Board of Directors and the Leadership team. You will undertake the coordination of all Board meetings and the preparation of board materials, take meeting minutes in both official languages, coordinate the CEO's schedule, assist and lead special projects, compile reports and analysis for internal and external distribution, and lead the communication of social media releases and corporate communications for the Agency.

This position will be of interest to someone who enjoys working with others in a high energy environment, where working independently and taking personal initiative comes naturally. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Available from: August 31st, 2026

Salary: \$30.52 to \$35.69 per hour, **(Annual- \$59,514.00 to \$69,595.50) + 6% RRSP**

Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal days, Special leave

Hours: 37.5 hours per week, 7.5 hours per day

Location: 700 Industrial – Hybrid Remote: opportunity to work from home up to 3 days per week

Closing date: August 18th, 2026

Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ Free onsite parking
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Work closely with the Chief Executive Officer providing senior level support to ensure high-quality delivery standards for the agency
- ✓ Effectively manage competing priorities, while ensuring deadlines are met
- ✓ Review, research and manage the flow of information to the Leadership team, board members, and committees
- ✓ Prepare and format information for internal and external distribution
- ✓ Skillfully use/develop Agency standard templates, branding and correspondence information for external distribution
- ✓ Manage or coordinate small projects for Chief Executive Officer
- ✓ Prioritize work by considering risk, importance, urgency or potential Agency implications
- ✓ Coordinate board, committee, and agency meetings using various technical platforms
- ✓ Develop promotional materials and multi media presentations
- ✓ May coordinate media relations, social media updates, news releases, promotional materials, and multi-media presentations
- ✓ Set up and maintain electronic filing systems
- ✓ Develop and edit communication materials
- ✓ Liaise with external IT provider
- ✓ Manage our technology inventory

To qualify for this role you have...

- ✓ Fluency in Spoken and Written French and English is required
- ✓ Demonstrated ability to effectively communicate both in a written and oral format in a professional and concise manner.
- ✓ Strong organization and administrative skills; capable of operating independently with minimal direction; adaptable to various competing demands, and demonstrate the highest level of client service.
- ✓ Excellent interpersonal and collaboration skills to interpret and communicate information requests
- ✓ Proven ability to handle confidential information with discretion
- ✓ Strong attention to detail, with a commitment to high quality work
- ✓ Highly self-motivated team player; ability to interact efficiently with peers and Leadership team
- ✓ Extensive technical skills in word processing, desktop publishing, MS Office Programs (Word, Excel, PowerPoint, etc.)
- ✓ Experience with social media platforms, and digital video conferencing platforms
- ✓ Minimum of 5 years related business experience, preferably in an Executive Assistant role
- ✓ Office Administration Diploma, Communications Diploma or equivalent formal training and related experience

We are an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca



APPLY TODAY!

