



Executive Assistant

South Simcoe Police Services Board

Hiring Range: \$30.00 - \$35.00 per hour

Part-Time, 1 year contract with possible extension, 15-25 hours per month

ABOUT SSPB

The Bradford West Gwillimbury/Innisfil Police Services Board ("the Board") is a civilian oversight body that governs and provides strategic guidance to the South Simcoe Police Service (SSPS). With the mission of promoting public safety, accountability and community trust, the Board works collaboratively with municipal governments, law-enforcement leadership and the people of our region to ensure effective, fair, and transparent policing.

ABOUT THE ROLE

Reporting to the Chair of the Board, and working closely with Board Members, the Executive Assistant provides part-time clerical support by supporting the successful execution of Board meetings, including preparation, planning and meeting minute creation and distribution. The Executive Assistant will primarily provide administrative support to the Board and members in meetings, documentation, correspondence, policies, procedures and training.

WHAT YOU WILL DO

- Attend all Board meetings (Including budget and special business meetings, virtually or in person, including conference calls), training sessions and conferences, as required.
- Prepare and circulate meeting minutes and supporting documents to all Board members and stakeholders one (1) prior to Board meeting.
- Prepare and transcribe meeting minutes for all in-camera sessions held by the Board with accuracy and detail. Circulate for approval to the Board Chair within one (1) week of the meeting date, and upon approval, file accordingly.
- Book venues in addition to other requirements for all meetings.
- Coordinate with the Police Chief and other service personnel, as required, in the preparation of Board reports and meeting materials

- Handle confidential materials, ensuring Board policies and procedures are adhered to.
- Check and handle all incoming mail at least once weekly, direct to the Board Chair, and at the direction of the Board Chair, prepare appropriate responses.
- Check and handle all incoming e-mail daily and circulate as required.
- Facilitate all arrangements for Police Board seminars, conferences and requisite training requirements as required by the *CSPA*.
- Liaise with the Ministry of the Solicitor General, and Inspectorate of Policing on behalf of the Board.
- Complete yearly data collection surveys for the Inspectorate of Policing for the Board.
- Maintain all Board documents, correspondence and other data in electronic format, in an organized, secure and confidential filing system. Hard copies are to be converted to electronic format and then provided to the Executive Assistant to the Chief of Police for secure filing.
- Conduct research, compile data and prepare reports for consideration and presentation by Board members.
- Liaise with the Chief's Executive Assistant as required to ensure proper communication between the Board and the Service.
- Coordinate, review and amend Board policies, procedures and by-law as required, in accordance with an approved review timeline.
- Maintain a tracking system of time sensitive Board responsibilities and/or any requirement of the Board under the *Community Safety and Policing Act*.
- Coordinate and facilitate required training for Board members as per CSPA requirements.
- Maintain a full contact list of Board Members, including term and dates of appointment to the Board.
- Maintain and keep up to date the Police Service Board's website, in coordination with the Executive Assistant to the Chief of Police, including the posting of meeting agendas and materials in advance for the public.
- Various other duties as required.

WHAT YOU BRING TO THE ROLE

- Maintain a high level of confidentiality and develop trust with Board members and stakeholders.
- Demonstrated ability to manage time effectively and manage multiple priorities and conflicting deadlines.
- Ability to prioritize workload, meet deadlines, be detailed-oriented and accurate.
- Positive attitude, empathy, and a high degree of professionalism as a representative of the Board.
- Committed to ongoing learning and demonstrated ability to learn.
- Superior communication, interpersonal and organizational skills.
- Demonstrated practice of customer service to internal and external stakeholders.
- Proficient in Adobe Pro, Office365 and its applications.
- Ability to work productively with minimal discretion and supervision.

MUST HAVES

- Must have minimum one (1) year experience working with oversight Boards (public sector, nonprofit, or private company boards)
- Successful completion of a secondary school diploma (OSSD) or equivalent.
- Minimum two (2) years' experience in administrative role working with senior leadership

NICE-TO-HAVE

- Experience with law enforcement/policing/criminal justice system.

If anything about this opportunity piques your interest, we invite you to apply.

SSPB supports diversity, equity and a workplace free from harassment and discrimination and is committed to an inclusive, barrier-free environment. We invite applications from all qualified candidates and actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to persons of Indigenous ancestry, racialized persons, persons with disabilities, women and members of the 2SLGBTQ+ community.

If you are contacted to participate in the interview, please advise the HR team of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process.

Please note that a detailed background investigation is required for the successful individual.

How to Apply:

It is very important that your application contains the following documents, incomplete files will not be accepted. **Make sure all documents are submitted in ONE single document – PDF preferred:**

1. A one-page cover letter
2. A resume

Email your application to recruitment@southsimcoepolice.ca, indicate "SSPB – Executive Assistant" in the subject line. This posting closes at 4pm on Tuesday December 9th, 2025.

We value a fair and personal hiring experience. Decisions regarding your application are made by people, not machines. We do not use AI in candidate selection.