

The Town of Cobourg is seeking a permanent full-time **Executive Assistant!**

Reporting to the Chief Administrative Officer (CAO), the Executive Assistant provides executive level administrative support and is the primary point of contact for the office of the CAO. The Executive Assistant manages confidential communications to and from the CAO's Office and organizes their schedules. This position interacts daily with the CAO, Members of Council, representatives from businesses, community organizations, the public and all levels of Town staff.

MAIN RESPONSIBILITIES:

- Manages issues for the Office of the CAO as the first point of contact between all stakeholders and the CAO, documenting issues, demonstrating diplomacy, maintaining confidentiality and building positive relationships with these customers, escalating inquiries and issues using sound judgement.
- Organizes the schedules of and CAO, evaluating by work priorities set out by the Town of Cobourg's strategic plan and current issues.
- Supports strategic initiatives and projects by coordinating timelines, stakeholder input, and updates. Identifies and implements improvements to processes, information flow, and efficiency.
- Monitors strategic plans, performance measures, and emerging municipal issues, providing updates to support awareness and decision-making. Writes all correspondence, speeches, news articles for the CAO's internal and external audiences.
- Reviews and edits reports, correspondence, and presentations for quality and consistency.
- Manages confidential, politically sensitive, and pre-decisional information with professionalism and discretion.
- Conducts research, jurisdictional scans, and information gathering to support issue management and executive needs
- Works with CAO and Management Team to set agenda for regular meetings, acting as recording secretary for the meeting using the Escribe Platform.
- Provide direct support for the Emergency Operations Committee during an emergency situation.
- Plans, manages and executes employee and public events such as the Employee Holiday Party, the , , Civic Awards, United Way Day of Caring, United Way Dragon Boat event adhering to allocated budgets.
- Works with Human Resources to administer the Employee Rewards and Recognition Programs.
- Acts as the liaison with philanthropic community partners for the Department and Council members.
- Administrative support regarding customer service strategy and associated project roll outs.
- Maintains corporate electronic records for the Office of the CAO in compliance with Corporate Records Management By-Law and TOMRMS classification system, as well as ensuring compliance with all applicable record-keeping requirements.
- Tracks the CAO's budget on a monthly basis.
- Other duties as assigned.

EDUCATION & EXPERIENCE REQUIRED:

1. Post-secondary degree or diploma in Office Administration, Communications or a related field required.
2. Minimum of five (5) years of progressively responsible experience providing senior administrative or executive support to senior leaders, ideally in a municipal or broader public sector environment is required.
3. Knowledge of municipal governance, Council processes, records management, privacy requirements, and related legislation relevant to the CAO's office, with an understanding of the legislative and political environment in which municipalities operate.



Job Posting 26-26

Executive Assistant, Chief Administrative Officer

4. Strong ability to organize, maintain, track, and retrieve confidential, strategic, and operational information accurately and efficiently, including materials related to labour relations, human resources, Council matters, benchmarking, and pre-decisional issues.
5. Able to maintain a high level of confidentiality requiring tact and diplomacy.
6. Excellent verbal and written communication skills with great attention to detail.

TECHNICAL AND PROFESSIONAL SKILLS:

1. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), customer service management software, transcription software, and digital filing systems.
2. Responds positively and professionally to change and helps others through change management.
3. Class G drivers' license and access to a reliable vehicle for work.

WAGE:

The wage scale for this position is Non-Union Grade 4: \$72,850.52 \$85,227.19 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **July 2, 2026 at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.