JOB POSTING

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Administrative Assistant

Full-time (One vear contract)

JOB SUMMARY

We are looking for an exceptional Administrative Assistant who thrives in a dynamic environment and can manage high-level administrative functions with professionalism and discretion.
The ideal candidate will be a strategic partner who can anticipate needs, coordinate board activities, and handle confidential matters with the utmost integrity.

RESPONSIBILITIES

- Coordinate all Board of Directors meetings, including scheduling, agenda preparation, and materials distribution
- Prepare comprehensive board packages and ensure timely delivery to board members
- Attend board meetings, take detailed minutes, and manage follow-up action items
- Maintain board records, resolutions, and compliance documentation
- Liaise with board members and committee chairs on behalf of the CEO
- Serve as a key point of contact for internal and external stakeholders
- Coordinate meetings, events, and logistics
- Maintain filing systems, databases, and organizational records
- Provide administrative support to senior management team

REQUIREMENTS

- 3-5 years of administrative experience, preferably supporting C-suite executives or boards
- Experience in the non-profit sector or working with volunteer boards
- Exceptional organizational skills with proven ability to manage multiple priorities
- Outstanding written and verbal communication skills
- High level of professionalism, discretion, and emotional intelligence
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong attention to detail and commitment to accuracy
- Ability to work independently and anticipate needs proactively
- Fluently bilingual with the ability to compose and edit correspondences, provide, interpret and present detailed information, and deal with complex situations in both English and French. We require English communication as many of our clients, lay leaders, and community members are English speaking.
- Project management experience
- Bachelor's degree or equivalent experience
- Knowledge of the Montreal Jewish Community, an asset

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.

1 Cummings Square | 5151 Côte-Sainte-Catherine Road, Montreal, Quebec H3W 1M6 | T. 514.342.0000 | info@ometz.ca | ometz.ca