



# Employment Opportunity

**YMCA Northumberland currently has an opening for the following new Association position:**

## **Manager – Executive Office**

**Position Status:** Full-time based on a 30-hour flexible work week  
Cobourg YMCA Branch

**Salary and Benefits:** \$54,600 annually

Benefits: Benefits package is available after six (6) months of continuous employment

Pension: Optional inclusion in pension plan after 2 years continuous employment; mandatory after 3 years continuous employment

**Reports To:** President and Chief Executive Officer (President & CEO)

### **Position Summary:**

Reporting directly to the President & CEO, the Manager, Executive Office is responsible for providing high-level governance support to the Board of Directors and leading the coordination of the Executive Office.

This position acts as the primary liaison to the Board, ensures excellence in governance processes, supports compliance and policy frameworks, and plays a key role in enabling effective leadership at the President & CEO and Senior Team level. The role is central to maintaining the integrity, professionalism, and strategic functioning of the Association's governance and executive operations.

### **Key Responsibilities:**

#### *Governance and Board Relations*

- Serve as the main point of contact for the Board of Directors and all Board Committees.
- Lead the annual governance cycle, including the Annual Meeting, Board recruitment, Director onboarding, evaluations, and governance planning.
- Prepare Board and Committee agendas, briefing packages, workplans, and official minutes.
- Maintain secure governance systems and the Board SharePoint portal.
- Provide guidance on governance best practices, regulatory requirements, and direct leadership to Imagine Canada Standards.

### Executive Support To President & CEO

- Manage the President & CEO's calendar, schedule, travel, and meeting preparation.
- Reconcile and process President & CEO's monthly expense transactions.
- Draft CEO correspondence, briefing notes, reports, and presentations.
- Serve as the primary Executive Office contact in the President & CEO's absence to ensure consistent communication and follow-up.
- Support Executive Team meetings, action tracking, and cross-association initiatives.

### Policy Governance and Compliance

- Lead the Association's policy governance system, including development, review schedules, and compliance tracking.
- Maintain the organizational policy repository and ensure alignment with YMCA and legislative standards.
- Support compliance, ministry filing requirements, and elements of the enterprise risk process.

### Strategic and Administrative Support

- Manage confidential corporate and governance records.
- Coordinate capital project approval tracking with the CFO and Senior Leadership.
- Support stakeholder, government, and community partner communications on behalf of the Executive Office

### **Qualifications:**

- Post-secondary education in business administration, governance, public administration, nonprofit management, or a related discipline.
- Minimum five (5) years of senior executive support, governance, or administrative leadership experience.
- Demonstrated experience supporting a Board of Directors and working with nonprofit governance structures.
- Strong writing and communication skills, including drafting minutes, correspondence, and briefing materials.
- Excellent judgment, discretion, and ability to manage confidential and sensitive information.
- Advanced proficiency with Microsoft Office, SharePoint, and virtual meeting platforms.
- Strong organizational, analytical, and problem-solving skills with the ability to manage multiple priorities.

**Assets:**

- Experience in the nonprofit/charitable sector, preferably with a YMCA or similar organization.
- Familiarity with Imagine Canada Standards and accreditation frameworks.

**Work Environment and Additional Requirements:**

- Interaction with Board of Directors and Senior Management Team
- Primarily inside work
- Available to work a flexible workweek – occasional weekend hours required to meet mandatory deadlines and Association needs
- Travel may be required with a Valid Driver's License
- Manual dexterity required to use desktop computer
- Satisfactory Police Record Check with Vulnerable Sector Screening

**Competencies:**

- ***Commitment to Vision and Values:*** Demonstrates alignment with YMCA's mission and values
- ***Diversity and Inclusion:*** Values diverse perspectives and backgrounds
- ***Conflict Resolution:*** Addresses and resolves concerns promptly and constructively
- ***Analytical Thinking:*** Seeks out and applies innovative solutions
- ***Planning and Organizing:*** Effectively prioritizes tasks and sets clear goals
- ***Quality Focus:*** Committed to continuous improvement and excellence in service
- ***Tolerance for Ambiguity:*** Navigates uncertainty with composure and effectiveness
- ***Results-Oriented:*** Takes initiative and delivers on expectations
- ***Self-Management:*** Operates independently and manages own workload effectively

**Why Work for the YMCA:**

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At YMCA Northumberland, in addition to the wage compensation, we offer a complimentary family membership, a comprehensive benefits program including extended health and a competitive and robust pension program.

YMCA employees enjoy a vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an *Employee Assistance Program* which provides confidential counseling and referral services as well as preventative education.

Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families.

### **Organizational Overview:**

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: *Health, Responsibility, Honesty, Caring, Inclusiveness* and *Respect*, as well as a commitment to building developmental assets in children, youth and adults.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

### **Accessibility:**

YMCA Northumberland is committed to creating an equitable, diverse and inclusive environment where everyone feels a sense of belonging and that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Acts (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

YMCA Northumberland is an equal opportunity employer. We welcome and encourage applications from individuals of all backgrounds and believe that a diverse workforce strengthens our Association and enhances our ability to serve our community.

### **Internal Applicants:**

YMCA Northumberland encourages employees within the Association to submit their application. Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application.

**Apply Now:**

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements, by 5:00 p.m. on Friday December 19<sup>th</sup>, 2025 to the attention of:

Lynne Caffin, Manager - Administration and HR  
YMCA Northumberland  
339 Elgin Street West, Cobourg, ON K9A 4X5  
[lynne.caffin@nrt.ymca.ca](mailto:lynne.caffin@nrt.ymca.ca)

*We thank all applicants, however, only those considered for an interview will be contacted.*