



Office of the Auditor General of Ontario
Bureau de la vérificatrice générale de l'Ontario

Administrative Coordinator, Communications

(Salary commensurate with experience)

The **Office of the Auditor General of Ontario** (Office) is recruiting a highly motivated and professional individual interested in making a difference for the benefit of the members of the Legislative Assembly and the people of Ontario. This individual will provide senior-level operational, and administrative support services. We welcome a team player, with strong initiative, and dedication to providing excellent support services.

You will be part of a team of communication professionals contributing to the Office's mandate of promoting accountability and value for money in government and broader public sector operations. The Office conducts value-for-money (VFM) audits and compliance reviews of Ontario provincial government ministries, and the Broader Public Sector, including hospitals, long-term care homes, universities, school boards, and other government organizations (e.g., Ontario Energy Board, Ontario Clean Water Agency, Metrolinx). The Office is also responsible for attest audits of the financial statements of the province and of a wide variety of Crown agencies. The Office reports the results of its work to the Legislative Assembly and the Standing Committee on Public Accounts.

What can I expect to do in this role?

Under the direction of the Director of Corporate Communications and Government Advertising Review you will:

- Co-ordinate the receipt, distribution, review, and tracking of government advertising review submissions made to the Office as required under the Government Advertising Act, 2004. Co-ordinate financial verification procedures relating to government advertising.
- Prepare all correspondence related to advertising review, and provide assistance maintaining effective contact with government staff involved in the advertising review process.
- Support the Director of Corporate Communications and Government Advertising Review in the scheduling and coordination of the production of the Annual Report, and Special Reports.
- Act as a backup to perform the duties of the Executive Assistant to the Auditor General when required.
- Lead the internal and external stakeholder distribution process of materials relating to the Office's Annual Report.

- Co-ordinate and track translation and ISBN requests for Annual Reports and Special Reports.
- Provide communications support to the communications group as needed, including performing proofreading, cross-checking changes and making minor edits and changes to finalize reports, and assisting with the production of the Office's internal e-newsletter.
- Assist with various HR-related tasks, including staff photos, business cards and nameplates.

How do I qualify?

- A Community College Diploma or University Degree in an administrative or related field.
- 3-5 years experience in an administrative field, preferably with a communications background. Bilingualism (English and French) is required.
- Experience with executive calendar management/project scheduling would be an asset.
- Demonstrated superior administrative and communication skills. Good knowledge of government structure, policies, procedures and operations.
- Demonstrated ability to manage, organize and prioritize competing priorities.
- Knowledge of communication best practices and the media landscape.
- Must have superior organizational skills, and the ability to multi-task.
- Well-developed interpersonal, analytical and strategic thinking skills.
- Demonstrated experience preparing correspondence and managing records.
- Superior-level applied knowledge of Microsoft Word, Excel, Outlook and Adobe Acrobat. Knowledge of Adobe InDesign and e-marketing platforms would be an asset.
- Ability to work independently and as part of a team.

Note: As a condition of employment, the selected candidate will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please **submit a covering letter and resume** (as one document), by email quoting competition number **2302** to:

Cindy MacDonald
 Director, Human Resources and Office Services
 Email: resumes9@auditor.on.ca

Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.