



SUMMIT HOUSING & OUTREACH PROGRAMS
JOB Posting – NON-UNION

Job Title: Executive Assistant
Area of Responsibility: Administration and Operations
Reports to: Executive Director
Work Location: In office
Updated: May 2024

Purpose of Position:

The Executive Assistant provides professional and confidential administrative support to the Executive Director, Board of Directors and Senior Leadership Team. Responsibilities include managing and coordinating the flow of information internally between the Executive Director and the organization, and externally with stakeholder partners; coordinating, organizing and planning multi-faceted meetings/events; implementing and monitoring of administrative systems and ensuring the efficient and effective operation of the office.

Key Responsibilities:

Executive Director Administrative Support

- Manages Executive Director’s calendar including scheduling meetings and appointments
- Meeting/event support such as agenda preparation, taking meeting minutes, reviewing minutes with the Executive Director for timely distribution, room bookings, set up and coordinating audio/visual technology, catering, arranging meetings
- Writing correspondences

Senior Leadership Team (SLT) Administrative Support

- Administrative support to SLT
- Develops and tracks annual agency timeline in consultation with SLT
- Agency SharePoint site management
- Support for funding applications

Board of Directors’ Administrative Support

- Attends all Board meetings
- Provide administrative support to Board of Directors such as scheduling, preparing minutes, agenda, board packages, booking venues, catering
- Provides administrative support to Board Committees such as the Finance Committee

Committee/Project Support

- Provide administrative support to committees/projects chaired by the Executive Director or Senior Leadership Team including agenda setting, taking minutes, scheduling meetings

Agency Events

- Provide administrative support and event coordination to agency-wide events chaired by the Executive Director

Office Administration

- Various corporate communications
- Managing the Internal Staff Contact List, key distribution and ordering business cards
- Managing website and various social media platforms
- Manage third party contracts for office repairs and services
- ADP Payroll scheduling for Senior Leadership Team
- Tracking and ordering office supplies

General Duties

- As directed by the Executive Director, responsible for day-to-day administrative tasks related to the organization including but not limited to:
- Maintaining records including organizing and maintaining the filing system
- Ensuring confidentiality of records
- Preparing general correspondence as directed
- Compiling statistical information
- Greeting clients and visitors in person and answering phones in a polite and professional manner; ensuring “No Wrong Door” policy is adhered to and that every person is provided with some follow-up regarding service
- Participates in developing, implementing and monitoring of administrative systems within the administration area
- Work on special projects and research as assigned by the Executive Director

Education/Qualifications:

- Completion of a degree at a Bachelor’s level
- Seven (7) years related office administration experience
- Extensive on-the-job computer/word-processing, database and spreadsheet software experience; experience in a Microsoft Office environment
- High level of organizational skill and time management, strong attention to detail
- Excellent communication skills, ability to maintain high degree of confidentiality
- Experience working in a mental health or healthcare environment is considered an asset
- A valid driver’s license and own transportation as travel is required

Successful candidates must show proof of full COVID-19 vaccination or documentation requesting an exemption under the Human Rights Code.

Summit Housing & Outreach Programs strives to foster an equitable workplace that reflects the diversity of the community we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.