



Young Adult
Mental Health
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THE FUTURE OF MENTAL HEALTH



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JOB POSTING

Position: Office Administrator

Application Posting Date: March 4, 2020

Application Close Date: March 20, 2020

POSITION DESCRIPTION:

Stella's Place is an innovative mental health service for young adults (16-29 years). We are at a critical and exciting stage in our growth – we have laid the foundation and infrastructure for a new and engaging model of mental health care for young adults and are now delivering services (at Stella's Place, online, and in collaboration with key partners in Toronto), seeing results, and changing lives.

We are seeking an experienced **Office Administrator** who will be responsible for ensuring that Stella's Place internal operations are efficient, compliant, and safe, and all staff have the resources they need to perform their functions in support of the mission of Stella's Place. Reporting to the Operations and HR Manager, the Office Administrator will support activities and processes related to HR, facilities, office systems, and internal process improvements. Day-to-day, the Office Administrator provides administrative and operations support for Stella's Place facilities (two separate locations) and office systems, and HR services & administrative support to a staff team of 40.

This role requires strong administrative and organizational skills, flexibility, and commitment to striving for excellence across the organization, working closely with the Operations & HR Manager, other team members at Stella's Place and external vendors.

This position will appeal to those who want to work in a small community-based organization that is growing – and where you will be able to contribute to change efforts and see the impact of your work. This is a good position for those interested in learning about how organizations work, and contributing to many domains of operations. You are someone who is a master at managing multiple deadlines and multiple internal customers in a fast-paced environment. You are collaborative, well organized and enjoy being responsive to people. You have superior verbal and written communication skills and exceptional Google drive and office skills.

KEY FUNCTIONS AND RESPONSIBILITIES

Supporting Our People

- Implementing and improving human resources processes and administration to ensure effective recruitment, orientation, support, access to resources, and benefits and information management
- Coordinating in-house and mandatory training delivery
- Responding to employee queries and needs; developing/conducting surveys to assess engagement
- Partnering with cross-functional teams to support them to run smoothly and efficiently
- Assisting in coordination of on-site events, retreats, open houses and meetings to ensure positive employee and visitor experience

Supporting Effective Processes and Operations

- Providing administrative and process support
- Facilitating effective day to day office operations
- Record keeping and data base management
- Developing and implementing tracking systems
- Managing petty cash disbursements
- Implementing and supporting internal and external communications, including social media, internal newsletters, etc.

Supporting Safe Places

- Contributing to facility operations to ensure safe, healthy, effective, smoothly operating workspaces including:
- Ensuring compliance with Occupational Health and Safety requirements,
- Coordinating with onsite vendors/contractors (cleaning, security, seasonal)

QUALIFICATIONS

- Previous experience in an administrative, office coordination, or customer service role
- Some post secondary education or training following completion of high school
- Previous experience in a social service/mental health agency (asset)
- Intermediate proficiency with Microsoft Office applications (Word, Excel, PowerPoint), email, using A/V equipment, printing, employing online programs for gaining feedback (surveys)
- Use of online platforms for document sharing
- Social media savvy (texting, chat, blogging)
- Exceptional organizational and time management skills
- Experience with gift processing databases (asset)
- Ability to multitask and balance priorities while working independently and as part of a team
- Strong verbal and written communication skills
- Thrives in a fast-paced environment
- Is proactive, flexible, resourceful, and conscientious
- Is willing to take initiative and make decisions with minimal guidance
- Thinks through problems carefully and uses good judgment

The most essential qualification in this role is your personal warmth, and desire to be part of a team that works with young adults with lived experience of mental health challenges.

JOB STATUS AND HOURS

- Full-time permanent position
- Hours are Monday-Friday (primarily 9 a.m. to 5 p.m.), however, occasional flexibility regarding hours (especially evenings) is essential
- We offer a competitive salary and benefits package
- You will report to, and have regular communication, coaching, and professional development with the Operations and HR Manager

APPLICATION PROCESS

Interested and qualified candidates are invited to apply via Charity Village by March 20, 2020.

<https://charityvillage.com/jobs/office-administrator-in-toronto-ontario-ca/>

Note: Only applicants who include cover letters will be considered.

We thank all candidates for their interest. We regret that our small organization only has the capacity to contact those selected for an interview.

DIVERSITY, EQUITY, AND ACCOMMODATION

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from: racialized persons, indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives and contribute to diversification at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.