



Young Adult
Mental Health
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THE FUTURE OF MENTAL HEALTH



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POSITION TITLE: Executive Assistant

LOCATION: Toronto - in office [and temporarily home based due to COVID-19]

APPLICATION CLOSING DATE: January 3, 2021

SALARY RANGE: 58,000 - 65,000

ABOUT STELLA'S PLACE:

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

JOB DESCRIPTION:

The Executive Assistant provides direct administrative support for the Executive Director, the Board of Directors and the Leadership Team. This position proactively manages various administrative responsibilities, scheduling, arrangements and event logistics, information preparation, written communication and documentation in such a way that enables the ED and governing leadership to focus on strategic responsibilities. The Executive Assistant must be creative and enjoy working within a start-up environment that is mission-driven, results-driven and community oriented. The Executive Assistant must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ROLE RESPONSIBILITIES:

Administrative - 60%



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- Perform office and administrative duties to support the Executive Director (ED); Board of Directors and Leadership Team
- Maintain confidentiality of privileged and sensitive information;
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, briefs to government, memos, lists and other materials; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable policies, practices, regulations, and procedural requirements;
- Establish and maintain confidential files as in relates to the Office of the ED;
- Review outgoing correspondence for signature by the ED and Board Chair prepared by other staff, management employees, and outside agencies, for format, grammatical constructions, and accuracy;
- Receive, sort, route and respond to email as directed; identify and refers matters of priority;
- Assist ED with submission of expense claims
- Support the engagement of consultants and contractors in compliance with regulations
- Support procurement processes in collaboration with purchasing officer for corporate and leadership items
- Collaborate with the Executive Director to address regulation-based corporate and organizational requirements and risk management strategies
- Provide oversight for corporate documentation creation, management and filing (service contracts/agreements, Municipal, Provincial and Federal filings)
- Evaluate data and prepare recommendations for Executive Director to support operational decision making (e.g., internal process methodologies, service providers, cost/benefit analyses)
- Prepare briefs and present to the Board of Directors on issues specific to facilities management (e.g., contract extensions, cost considerations, etc.)
- Oversee corporate document filing (contracts, funding / grants, operational procedures)

Logistics & Coordination - 30%

- Organize, plan and communicate with Board and Leadership Team to organize/coordinate Staff retreats, meetings, conferences at the direction of the ED;
- Attend a variety of meetings and compile related material, notices, reports, and agendas; record and transcribe minutes; distribute minutes and reports to board of directors, management team, staff, service partners, community as appropriate;



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- Manage and organize special events such as the Annual General Meeting, employer events, partnership meetings, staff and board meetings and retreats etc.
- Serve as a liaison with the community, board of directors, service partners, management employees and staff members;
- Receive and screen visitors and telephone calls for the Executive Director; respond to requests, concerns and questions from callers and visitors; assist in resolving concerns of community, service partners, staff, management team, board of directors;
- Schedule, co-ordinate, plan executive appointments, meetings, events, etc.;
- Plan and maintain the ED's calendar; prepare and update information to ensure calendar and meeting folder accuracy;
- Participate in planning, organization, and implementation of special projects and events, preparing reports, invitations, resource material, and presentation material as requested;
- Serve as liaison with Board Members regarding operations and capital projects when required

Facilities Support - 10%

- Liaise with external service providers for quotes, purchases, contracts and work arrangements.
- Liaise with providers of health and safety services as required.
- Additional duties as required

QUALIFICATIONS & EXPERIENCE:

- Undergraduate degree in Business Administration or a combination of education and work related experience;
- Over 3 years' experience supporting executive level positions;
- Experience with developing and writing proposals and briefs to government
- Experience working in a Not for Profit organization with a Board of Directors;
- Strong proficiency in the MS Office Suite and Google products.
- Meticulous records retention, filing and database skills; familiarity with applicable data privacy law
- Excellent organization skills; ability to manage multiple deadlines
- Ability to work independently with minimal supervision and collaboratively as part of a team
- Strong verbal and written communication skills
- Demonstrated ability to work with a high level of accuracy and attention to detail



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- Sound judgment and tact
- Ability to handle confidential and sensitive material with discretion
- Energetic, resourceful and mature with strong interpersonal skills and professional work attitude.

PREFERRED ASSETS:

- Experience working in the community mental health sector is an asset.

SALARY & BENEFITS:

Stella's Place offers a competitive annual salary and a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation, and 15 health days annually, prorated to service. Vacation increases after one year of service.

HOURS & REPORTING:

Regular communication, coaching, mentoring, professional development, and evaluation will take place with the Executive Director on a regular basis.

This is a full time position working 40 hours per week Monday to Friday. Weekend and evening work will be required occasionally. Flexibility to work overtime as required.

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 diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective 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.

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and [how you heard about the position](#)



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(include specific website or network) along with a detailed CV to
careers@stellasplace.ca with subject: Executive Assistant, by January 3, 2022.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.