

## INTERNAL/EXTERNAL

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| <b>Job Title:</b>            | Executive Assistant – CEO Office   |
| <b>Position Type:</b>        | Non-Bargaining Unit, Permanent, Full-Time  |
| <b>Number of Positions:</b>  | 1  |
| <b>Rate:</b>                 | \$62,731.50 - \$69,244.50 annual salary  |
| <b>Vacation:</b>             | 4 weeks to start   |
| <b>Benefits:</b>             | Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day |
| <b>RRSP:</b>                 | RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation   |
| <b>Hours:</b>                | 37.5 hours per week  |
| <b>Supervisor:</b>           | Director of Strategic Projects & Governance  |
| <b>Posting Date:</b>         | March 22, 2024   |
| <b>Application Deadline:</b> | April 9, 2024 at 5:00pm  |
| <b>Location:</b>             | 300-36 Lombard Street, Toronto   |

### Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

The Executive Assistant – CEO Office provides administrative support to the CEO, VP of Programs and Services and Director of Strategic Projects & Governance. The Executive Assistant – CEO Office also provides administrative support to Fred Victor’s Board of Directors and Executive Team.

### Does this sound like work you want to be a part of?

We offer a collaborative environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us.

### What You Will Do:

#### CEO Office Administration and Support:

- Work closely with and receive direction from CEO, VP of Programs and Services (VPPS) and Director of Strategic Projects & Governance to support the development and achievement of strategic priorities related to program and services, and to take leadership when designated/appropriate.
- Ensure effective administration, organization and functioning of the CEO Office, which includes maintaining and coordinating the complex appointment schedules of the CEO and VPPS, proofreading and formatting professional documents, processing invoices and credit card reconciliations and filing of documents generated through the CEO Office.
- Support logistics and coordination of meetings such as management meetings, Program and Services Senior Leadership Team meetings, Senior Leadership Team meetings, Executive Team meetings and the Annual General Meeting.

#### Governance Administration:

- Logistical and administrative support for Board of Directors and Board Committee meetings and specially-called meetings.

- Administration of the Board of Directors portal.
- Support for Board of Directors recruitment and Board education activities.
- Other Board administrative tasks such as maintaining member lists, compiling and storing official Board documents and updating the Board Manual.
- Maintaining discretion and confidentiality regarding Board matters.

**What You Bring to the Team:**

- Minimum 5 years of administrative experience.
- Previous experience supporting an organization’s Board of Directors and non-profit experience is an asset.

**What Sets You Apart:**

- Excellent ability to pay close attention to detail and communicate effectively both verbally and in writing with a high level of accuracy.
- Proven organizational and administrative skills, ability to coordinate complex schedules, prioritize multiple tasks, take initiative, work effectively under stress and meet short deadlines.
- Excellent critical thinking skills, ability to anticipate departmental needs and offer innovative solutions to problems.
- Ability to handle sensitive and confidential information in a discreet and professional manner.
- Experience in managing calendars for executive level staff.
- Experience writing minutes and reports for a variety of audiences.
- Strong interpersonal skills and ability to interact and communicate with a wide variety of people with diverse backgrounds.
- Advanced skills in Microsoft Office including Outlook, Excel, Word, PowerPoint, and OneDrive.
- Experience in maintaining physical and digital filing systems.
- Comfortable working either through virtual settings (Zoom, MS Teams etc.) or in person.
- Broad knowledge of the organization and an ability to interpret differences between crucial and routine matters.
- Understanding of people living in poverty, dealing with mental health issues, addictions, social isolation and/or homelessness.
- Ability to handle a wide range of responsibilities with minimal supervision.
- Strong research, proofreading and editing skills.
- Sound judgment and good problem-solving skills.
- Ability to produce accurate work despite numerous interruptions.
- Ability to work in a fast-paced environment with changing work priorities.

This work requires commitment and adherence to the values, goals and policies of Fred Victor.

**Compensation and Benefits:**

- For the Executive Assistant – CEO Office, Fred Victor offers a salary range of \$62,731.50 - \$69,244.50 per year.
- 4 weeks of vacation to start + 1 float day.
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners, and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP.
- Access to employee and family assistance plan.

**How You Can Apply**

Send your cover letter and resume in Word or PDF format by **April 9, 2024 at 5:00pm** to Mandy Ashton at [mashton@fredvictor.org](mailto:mashton@fredvictor.org) with “Executive Assistant – CEO Office” in the subject line. Resumes without cover letters will not be considered.

A Police Record Check is required by the final candidate prior to hiring.

**Accessibility & Accommodation**

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.