



## **Executive Assistant**

Bernard Betel Centre – Toronto, ON

Full Time

Reports to the Executive Director

## **Position Summary**

The Bernard Betel Centre is a vibrant, growing, active non-profit community centre for adults 55+ years. Prior to the COVID-19 pandemic, the Centre offered over 120 programs each week to 2,300 members and many more non-members including special events, courses, volunteer opportunities, Meals on Wheels and many other cultural, recreational and wellness programs.

The Centre is looking for an experienced, high energy Executive Assistant that provides confidential administrative support primarily to the Executive Director and on an as need basis the Leadership Team.

## **COVID-19 Statement**

As a result of the COVID-19 pandemic and the need to promote health protection to members, staff, volunteers, and community participants of the public attending the Bernard Betel Centre, all successful candidates are required to provide proof of COVID-19 vaccination (full vaccination and all eligible boosters are required or medical exemption prior to commencing their employment.) This is an on-site position at the Bernard Betel Centre.

## **Primary Objective**

We are looking for a 'hands on' member of our Leadership Team who is passionate about helping make a difference at the Bernard Betel Centre.

The Executive Assistant has access to information of a highly confidential nature, including information regarding staff, management, and corporate financial matters, which must be held in the highest level of confidence.

The Executive Assistant will support the service atmosphere and professionalism that exemplifies the Bernard Betel Centre's values.

The right person for this role will:

- Exercise sound judgement and independence in supporting the Executive Director and Leadership Team while managing day-to-day administrative activities.
- Function with a high degree of attention to detail, quality, accuracy, and prioritization of work in a team setting.
- Act with considerable knowledge, latitude, discretion, and judgment, while developing appropriate management solutions and forwarding these solutions to the Executive Director for consideration.

## **Responsibilities Include**

- Manage the Executive Director's office, including the preparation of correspondence, information, presentation materials and reports and ensure that critical items are flagged on the Executive Director's agenda.
- Manage the Executive Director's calendar, arrange meetings and appointments, and prepare materials for and following meetings. Organize and maintain efficient electronic and paper files.



- Assist in the coordination of Board meetings, including but not limited to, booking meetings, setting up appropriate audio/visual equipment, preparing, distributing correspondence and materials, attending meetings and minute taking.
- Assist with Board Member and Board Committee Member applications, onboarding and off-boarding processes.
- Provide confidential administrative support to the Executive Director and Leadership Team with the preparation of reports, presentations and other materials, meeting, and event planning, expense reports, and any other tasks as required.
- The Executive Assistant will aid and assist in all areas of general office administration, including but not limited to, reception desk support, mailing, filing, scheduling meetings, event planning, preparing agenda and meeting minutes and food catering.
- The Executive Assistant will coordinate meetings and events and participate on selected projects and initiatives as needed.
- The successful candidate will be someone who thrives in a team environment, has a flexible mindset, and enjoys working in a fast-paced office environment.
- The incumbent MUST BE AVAILABLE to work some evenings for Board and Committee meetings and occasional weekends for special events and programs.

#### **Position Qualifications**

- A self-starter with strong motivation to take on multiple initiatives and ability to adjust to changing priorities and competing deadlines.
- Ability to thrive in a fast paced, creative environment while maintaining a positive attitude.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members and external partners.
- Successful completion of a college or university diploma/degree in business administration, office administration or a related discipline or equivalent work experience.
- 2-3 years relevant administrative work experience, preferably with experience reporting directly to a senior leader and working in a non-profit organization.
- Excellent administrative skills, including demonstrated technical skills and proficiency using relevant technology, such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Raisers Edge, Adobe Acrobat and virtual meeting platforms (Zoom, Teams).
- Experience handling confidential and sensitive information and the ability to demonstrate discretion while liaising with all levels of employees, clients, members, patients and Board members.
- Knowledge and experience of anti-racist and anti-oppressive practices and the ability to work from an anti-racist and anti-oppression framework.
- Strong organizational and time management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent written and verbal communication skills and experience taking minutes during meetings.
- Ability to work independently on projects, from conception to completion, and to multi-task and meet deadlines in a fast-paced environment.
- Flexibility and willingness to work extended hours on occasion.
- Ability to employ self-care strategies and maintain a positive attitude in relation to potentially stressful situations.
- Satisfactory clearance under the Vulnerable Sector Screening process.



### **Language Requirements**

- English
- Russian an asset

### **Compensation: TBD**

Please submit your cover letter and resume via email to [feedback@betelcentre.org](mailto:feedback@betelcentre.org) by **Monday, January 23, 2023**.

The Bernard Betel Centre takes pride in serving some of Canada's most diverse seniors' communities. We are committed to fostering an environment of equity and inclusivity where every person can work and receive care safely, openly and honestly. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, veteran status, marital or family status, belief system, or other factors related to one's personal identity and/or values.

Furthermore, the Bernard Betel Centre is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please indicate this on your application.

We thank all applicants however, only those selected for interviews will be contacted.