



## **EXECUTIVE ASSISTANT**

1 Full Time Permanent Position  
INTERNAL/EXTERNAL POSTING

[CEO's Message](#)

**DATE:** September 8<sup>th</sup>, 2022

**LOCATION:** Toronto, ON (Hybrid)

**COMPENSATION:** \$48,997 - \$60,838 Annually

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 10,000 annually and providing 1,733 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind, and we are growing.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of solutions. We work hard. We care passionately. We celebrate. Our staff are the key to our success. LOFT is a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFTY culture is at the core of everything we do.

To help fulfill its mission, LOFT is hiring an **Executive Assistant and Board Liaison**

### **JOB SUMMARY**

Draw on your experience as a highly organized, positive, proactive and relationship-driven Executive Assistant to help us maintain and evolve our operational and service excellence. You are someone who thrives in a busy environment and is an expert multi-tasker. This administrative and relationship-focused role provides comprehensive support to the Board of Directors, CEO and the main administrative office. They perform a wide variety of important, complex and sensitive administrative assignments that support strategic business initiatives that cut across multiple teams and external stakeholders.

This is the perfect opportunity if you are excited by hands-on administrative support and the execution of operational efficiencies, while showcasing your superior organizational and communication skills, and your passion for client-first service. You also love getting the details right, and you operate with tact, discretion and diplomacy in all that you do.

We believe there are many different ways of developing skills and we love diverse experiences! So even if you don't "tick all the boxes" but think you'd thrive in this fast paced role, we would really like to learn more about you.

**What You Will Do:**

- Provide expert support to CEO and the Board of Directors
- Gather, compile, verify and analyze information for use in reports, speeches and presentations for the CEO and Board of Directors
- Independently prepare documents and presentation materials, as well as screen and respond to incoming correspondence, inquiries and phone calls for the CEO and organization as a whole
- Manage expenses, calendars and travel
- Distribute, create, document and maintain Board communication, such as minutes, reminders, agendas, reports, special mailings and other necessary documents that ensures effective communication
- Serve as the first point of contact for visitors and vendors to LOFT's head office
- Answer and route incoming calls to the appropriate individual
- Distribute mail/faxes and coordinate courier pickups
- Ensure office is adequately stocked with supplies and equipment
- Act as a lead in the main office by providing assistance and support to staff
- Update and assist with content for LOFT's website and social media channels as required

**What You Will Bring:**

- Extensive administrative experience with 2 or more years' experience in senior administrative roles.
- Completion of post-secondary education in a relevant education or equivalent experience, specific to business and event coordination
- Experience supporting a Board of Directors/Governing Board
- Highly developed administrative and organizational skills with the ability to handle multiple priorities, work under pressure and meet strict deadlines.
- Must display sound judgement, strong attention to detail and willingness to take initiative.
- Superior knowledge of and experience with computer applications, specifically Outlook, Word, Excel, PowerPoint, Office 365 and the Internet.
- Works independently with minimum supervision.
- Demonstrated ability to maintain confidentiality and discretion.
- Excellent oral and written communication skills, including ability to write and edit memos, reports, e-mails, agendas, minutes, etc.
- Ability to work independently and as part of a team.
- Reflective of a multi-barriered group, is a strong asset

## **What We Offer:**

- A comprehensive compensation and benefits package, including medical, dental, vision, life insurance, long-term disability and Defined Benefits Pensions Plan
- 24/7 Employee Assistance Program
- Paid time off per year: We provide public and civic holidays, vacation and sick days beyond the statutory requirements. Additionally, we provide our employees with paid float days, which you are encouraged to take with no justification required
- E-learning program available all year round and accessible at your convenience; just sign up for mandatory trainings and others which you are interested in
- Professional development budget available to help you nurture and shape your career
- A chance to push your ideas from inception to execution
- Satisfying work with a fun, energetic and supportive leader
- An opportunity to be a change maker in an organization that reaches people that often fall through the cracks

***\*Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy, unless they are employed in or work regularly with staff who are employed in, non-client facing roles. A satisfactory vulnerable sector check (VSC) is also required.*

**TO APPLY:** Send resume with cover letter to our People & Culture team to [HR@loftcs.org](mailto:HR@loftcs.org)

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting [HR@loftcs.org](mailto:HR@loftcs.org) or (416) 979-1994.

**LOFT staff are very diverse and the lived experiences of members of equity-deserving communities is an asset for this position. We encourage people from equity-deserving communities and intersecting identities to apply.**

**PLEASE INCLUDE: "EXECUTIVE ASSISTANT" IN THE SUBJECT LINE OF ANY EMAILS.**

**CLOSING DATE:** September 22<sup>nd</sup>, 2022