

POSTING: College-Montrose Children's Place (CMCP)

Position Title: Executive Assistant

Position: Temporary Full time – 6-month contract with possibility to renew up to 12 months
(Covering maternity leave)

Hours: 35 hours/week, including some evening and weekends as needed

Salary Range: \$27/hr.

Location: 180 Shaw St. Toronto, ON M6J 2W5

ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at www.cmcp.ca

CMCP PROGRAMS:

CMCP operates and manages EarlyON Child and Family Centres and its satellites, Family Resource Programs and a Community Foodbank. We offer early learning, literacy and parenting programs and services for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parent/caregivers to take part in activities, obtain information about child development and access services to support their children's development and family needs. Programs are held throughout downtown west Toronto.

Job Description

Reporting to the Executive Director, the Executive assistant is responsible for providing high-level administrative support to the Executive Director, Management Team and CMCP Board of Directors, with a focus on the effective and efficient day to day administration and human resources that supports the overall direction of the agency. Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

Responsibilities

Executive Office Coordination and Administration

- Perform effective, timely, professional and confidential administrative support for the Executive Director and the management team including data collection and file management.
- Ensure maintenance of office equipment including consulting with vendors and tech support.
- Coordinate government funding proposals and reports with the Management Team, including compiling final submissions, and coordinating signatures.
- Carry out financial procedures including: payrolls, cheque requisitions, organization expenses, and purchasing office and program supplies.
- Maintain accounting system organization and filing.
- In partnership with the Account/Bookkeeper, prepare documents for annual audit.
- Oversee data entry staff and volunteers and make sure data is up to date.

Support CMCP Board of Directors

- Perform effective, timely, professional and confidential administrative support for the Board of Directors.
- Ensure the accurate maintenance of the board and Board Sub-committee reference materials, minutes and manuals.
- Organize the logistics for Board and Board Sub-Committee meetings including preparation and distribution of agendas and information packages.
- Provide support for the coordination of the Annual General Meeting (AGM), including the creation of AGM packages and meeting logistics.

Communication

- Maintain and update website, including program calendars and online booking system
- Communicate with partners, funders and participants as needed.
- Prepare reports for IIN, city of Toronto and United Way.

Fundraising

- Record donations, issue charitable tax receipts and send to donors.
- Support CMCP's fundraising events/initiatives as needed, including promotion and records

Others

In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with CMCP values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

Qualifications

(include both technical skills and competencies)

- 4 years experience in an Executive Assistant or senior administrative role, working for a non-profit organization or relative work experience.
- Post-secondary diploma or Bachelor degree in Executive office administration, communication or business administration or related field.
- Excellent interpersonal skills, tact and diplomacy.
- Able to exercise independent judgment and discretion in dealing with confidential matters.
- Strong communication skills, both written and verbal, and experience with business writing and/or taking of meeting minutes.
- Ability to work in a highly organized manner where detail, accuracy, urgency and confidentiality are critical.
- Self-directed with ability to manage time with overlapping priorities and multiple areas of responsibility.
- Highly advanced computer literacy (Microsoft Office, Graphic Design, Wordpress).
- Commitment to a professional work ethic, working cooperatively and collaboratively with internal and external stakeholders while demonstrating a strong customer service orientation.
- Ability to work calmly under pressure and meet deadlines while being flexible and adaptive to changing priorities.
- Demonstrated commitment to CMCP's Mission, Vision and Values.

Application process: Qualified individuals are invited to submit a current resume, with cover letter detailing how your qualifications match this opportunity, by email with subject line “**Executive Assistant**” to cjohn@cmcp.ca by Jan 31, 2025. Successful applications will also be required to complete a vulnerable sector screening.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. Only applicants selected for interviews will be contacted. No phone calls please. CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**