



Position Profile: Administrative Support to Leadership Team

Reports to: Executive Director

Salary: \$56,394.00

Job Overview: This position provides general administrative support, specifically to the Executive Director and the Leadership Team.

Responsibilities Include:

- To act as a liaison between the Executive Director and the Board of Director meetings by ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, taking minutes and following up on administrative action items from previous meetings, schedule meetings and committee meetings, and convey communications
- To plan and manage key organisational events such as; AGM, Staff Engagement and Education events, Strategy days, Staff Briefings and others as required.
- Maintain effective digital filing and organization system, ensuring the needs of the Executive Director and the organization are met.
- Assist and support as needed with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required to support the Executive Director.
- Assist and support as needed with formatting and revising internal and external materials such as policies, proposals, reports and job postings.
- Carry out all the duties with complete discretion and a high regard for confidentiality.
- Any other duties relevant to the needs of the organisation and as directed.
- Maintain and update website content

Qualifications:

- Related educational foundation an asset
- Significant executive support experience (2-3 years).
- Nonprofit board experience is highly preferred
- Excellent communication skills (verbal and written in English)
- Strong office administration skills

- Superior computer skills including advanced proficiency in Microsoft365 applications; ability to design and edit graphic presentations and materials using a variety of applications
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Flexibility to work with a variety of people and skilled problem solver
- Exceptional organizational skills, time management skills. Make appropriate, informed decisions regarding priorities and available time.
- Ability to take initiative and learn quickly
- Ability to handle a variety of tasks: routine and complex, requiring attention to detail.
- Ability to work independently and solve problems with minimal supervision
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to work as a team member, take direction, and communicate with team members.
- Ability to work a flexible schedule
- Identification as a person of direct lived experience with mental health challenges will be considered an asset
- Must have a personal philosophy compatible with that of Gerstein Centre

Work Conditions:

- Work Mon-Fri regular business hours with some flexibility
- Work on location, may require local travel to different organization work sites
- Work on site at crisis centre where services are being delivered

We are particularly interested in hearing from individuals who represent the cultural diversity of Toronto, Black, Chinese, South Asian and Indigenous, LGBTQ25+ individuals and those with lived experience of the mental health system. All GCC employees are required to provide proof of full vaccination for COVID-19.

Please send resume and letter of interest to jobs@gersteincentre.org Attn: Vicki Thompson by May 9, 2025

Gerstein Crisis Centre is committed to equity in employment and to upholding the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act 2005 (AODA) in all its practices and policies. We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process. If you are a person who requires accommodation under the OHRC or AODA during the hiring process, please request in writing to admin@gersteincentre.org