



**Position Title:** Training, Wellness and Recovery Administrative Assistant

**Reports to:** Senior Manager Training and Education (Full time)

**Salary:** \$57,388.50

**Closing Date:** Friday, March 27<sup>th</sup>, 2026

**Job Summary:** We are seeking an Administrative Assistant to support the Sn. Manager of Training and Education in community education initiatives and wellness and recovery programming. The successful candidate will be an organized, detail-oriented individual with excellent communication and interpersonal skills. In this role, you'll play a key part in making sure our training sessions run smoothly—from organizing logistics to tracking attendance and ensuring trainers and participants have what they need.

This position involves a mix of coordination, communication, and follow-up work. You'll be the go-to person for staying on top of training schedules, handling logistics, and ensuring clear communication between facilitators, staff, and participants.

**Responsibilities:**

- Provide administrative support to the Sn. Manager of Education and Training, including managing schedules, workshop registration, correspondence, and documentation.
- Manage program materials, including organizing and distributing handouts, forms, and other resources.
- Assist with the recruitment and onboarding of facilitators and participants.
- Maintain accurate and up-to-date records of training activities, program participation, attendance, and follow-ups.
- Assist with marketing and outreach efforts to promote the program and increase participation.
- Assist with scheduling and coordinating program events, such as meetings, trainings, and workshops.
- Track and send invoices for trainings delivered
- Collaborate with community partners and stakeholders.
- Provide support for program evaluation and reporting activities.
- Perform other administrative duties as required.

**Successful applicants will have:**

- Previous experience in an administrative support role.
- Strong organizational and time management skills.
- Excellent communication, organization, and interpersonal skills.
- Proficiency in Microsoft Office, WordPress, and other relevant software applications.
- Ability to work collaboratively with others and independently.
- Experience working in a mental health or healthcare setting is an asset.
- Knowledge of the principles of the Wellness Recovery Action Plan (WRAP) is an asset.
- Lived Experience of Mental Health considered an asset.

**Conditions:** Full time (37.5 hours/week)  
On site position weekday hours some evenings and weekends may be required with notice.

We are particularly interested in hearing from individuals who represent the cultural diversity of Toronto, Black, Chinese, South Asian and Indigenous, LGBTQ2S+ individuals and those with lived experience of the mental health system. Proficiency in languages such as Mandarin, Cantonese, Vietnamese, French and Spanish will be considered an asset.

**Please send resume and letter of interest to [jobs@gersteincentre.org](mailto:jobs@gersteincentre.org) by Friday, March 27<sup>th</sup>, 2026**

*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](mailto:admin@gersteincentre.org).*