**Executive Assistant**

**The Organization**

***We value and celebrate diversity:*** We are committed to a selection process and work environment that is inclusive and barrier free. We encourage applications from all backgrounds and communities and are committed to having a team made up of people with diverse skills, thought, experiences, and abilities. We actively encourage individuals who identify in the BIPOC and 2SLGBTQ+ communities to apply and we value the positive impact that diversity has on our teams. We are committed to equity, diversity, and social inclusion within our workforce and in all opportunities provided at StepStones. Accommodations will be provided in accordance with the Ontario Human Rights Code.

StepStones for Youth ([www.stepstonesforyouth.com](http://www.stepstonesforyouth.com/)) is an innovative and dynamic charitable organization in Toronto dedicated to providing intervention and sustainable support for children and youth. Many of these youth are exiting the foster care and group home system or are currently living in foster homes and shelters.

Our goal is to create positive and meaningful connections; increase school engagement, high school graduation, and post-secondary enrolment; and increase stable housing, improved mental and physical health, and strong support networks. StepStones adheres to a "whatever it takes" approach to servicing youth and we go above and beyond to support their needs.

***Why Work With Us:***

* **Comprehensive Benefit Package:** includes 2K to paramedical services, and Short Term and Long-Term Disability including Employee Assistance Program (EAP) & Grief counselling available free of charge (in addition to benefits) for work related incidents
* **Time-Off:** 3 weeks-vacation with a 1-day vacation increase per year worked, up to 25 days vacation
* **Leave:** 8 sick days, 1 personal day, 1.5 medical appointment days, bereavement allowance
* **Professional Development:**Training allowance of $700 per year
* **Reimbursements:** Mileage provided at a competitive rate and all staff are given a petty cash budget
* **Tools you need to succeed:** All staff receive a MacBook, iPhone, Headphones and access to our mobile friendly CRM system! PPE is also provided.
* **Flexible work hours:** Work on your time when needed
* **Extended Break:** 1.5 lunch break healthy living program when you exercise for 30 minutes during lunch

***The Opportunity***

StepStones for Youth is seeking an **Executive Assistant** to provide support and coordinate the activities of the Executive Director, ensuring the priorities of the Executive Director are effectively executed. Responsibilities include staying abreast of the status of tasks and projects on behalf of the Executive Director and facilitating communication with the rest of the leadership team, including the Board of Directors and related logistics and compliance, in addition to managing multiple projects on their own.

***What you will be responsible for:***

* Provide administrative support to the Executive Director
* Track and submit expenses for the Executive Director
* Perform new employee onboarding activities including but not limited to:
  + ensure office resources and application access is requested and set up in a timely manner
  + facilitate required employee training
  + set up and ongoing administration of employee benefits plan
  + Ensure employee has appropriate equipment and materials and support with technology needs as required
* Identify opportunities for process improvement and workflow enhancements
* Assist Executive Director with implementation of imperative activities as needed
* Book speaking engagements and arrange details including travel if needed
* Manage email correspondence when required
* Provide reports to government agencies, and other organizations, as required
* Regularly assist identifying critical issues that require the attention of the Executive Director, assisting the Executive Director in ensuring daily operational priorities are met, including not limited to:
  + Research, prioritize, and action incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature
  + Recommend a course of action, referral, or response
* Assist in the flow and exchange of information between the Executive Director and the leadership team
* Support administrative activities related to program operations

***What we’re looking for:***

* Post-Secondary education in a related discipline, or equivalent combination of education and experience
* 3+ years of experience supporting a director or multiple managers in a high volume, professional office environment
* Some experience with legal issues such as contracts or regulatory requirements is a plus
* Advanced proficiency in Microsoft Office applications (Word, Excel, Power Point, Outlook, OneNote) and Internet use for research
* Strong organization, planning and project management skills
* Excellent written communication skills
* Strong team player and ability to embrace change
* Effective communication, facilitation and interpersonal skills
* Access to a vehicle and a valid ON Driver’s License with appropriate insurance required

***Salary Range:*** $48,000 - $55,000 per year

This position will require regular in-office work.

StepStones for Youth requires that all employees are fully vaccinated against COVID-19 as per current Canada Public Health guidelines. All employees will be required to show evidence that they are fully vaccinated.

*We thank all applicants for their interest in this position; however, only those applicants will be selected for an interview will be contacted. No phone calls or in person submissions please.*

Apply here: <https://pesceandassociates.talentnest.com/en/posting/129026/location/157548>