

JOB POSTING
Executive Assistant and Partnership Coordinator
(Full-time, Permanent)

Working alongside our member agencies, Catholic Charities of the Archdiocese of Toronto (CCAT) strives to address emerging community needs by collaborating with like-minded organizations. CCAT work is guided by Catholic Social Teachings and focuses on safeguarding life, respecting the dignity of every person, and building a just society.

We are searching for an executive assistant/partnership Coordinator to provide executive-level administrative and organizational support and help lead community development initiatives for the CCAT Executive Director (ED). It is a multifaceted role encompassing administrative support, community development and project management. The best candidate for this role will be a kind, passionate, creative, and people-centered person who is an outstanding multitasker and is highly value-driven and committed to the Catholic Social Teachings of the church. This position reports to the ED.

RESPONSIBILITIES:

- Coordinate the calendar, appointments, and meetings for the Executive Director
- Manage incoming inquiries, distinguish vital from routine inquiries, and direct them appropriately, in a timely and accurate manner.
- Draft and review documents, meeting materials, reports, and correspondence for the Executive Director
- Assist with special projects as assigned; track, review, and communicate project progress and deadlines.
- Develop and maintain information databases as directed
- Provide organizational and administrative support to senior management meetings and special events
- Maintain relationships with the team, donors, community stakeholders, consultants, clients, parishes, and volunteers with a high level of confidentiality, sensitivity and tact on behalf of the ED and CCAT.
- Assist in organizing and coordinating meetings and receptions (including booking venue) when required
- Create and/or draft memos, correspondence, reports, agreements, presentations, forms, and other documents, ensuring accuracy, completeness, and compliance with organizational standards, policies, and procedures.
- Gather, compile, verify, and analyze information for use in various reports, spreadsheets, presentations, and correspondence
- Provide administrative support to the Board of Directors in preparation of the agenda, minutes, and other relevant documents for the Board meetings*. (*after a reasonable transition period)
- Communicate effectively with the CCAT Board of Directors, agencies, volunteers, and other key organizations regularly on behalf of the EDO.
- Act as liaison between CCAT and the parishes across the dioceses
- Develop a plan for and assist with volunteer coordination between parishes & agencies.
- Host CCAT info tables at community gatherings of member agencies or parishes.
- Attend meetings and represent EDO at networking tables or other meetings as required. Coordinate committee meetings between agencies, volunteers, and other members.
- Perform other duties and projects as assigned and required.

QUALIFICATIONS:

- Postsecondary education in social sciences, communication, humanities, business or a related field
- 3-5 years in the frontline client-serving and/or community development role
- 5 years of senior administrative experience supporting executive teams/senior management, board, and committees, preferably in a not-for-profit environment, will be an asset.
- Demonstrated ability to maintain high integrity and discretion in handling confidential, sensitive information.
- Ability to work independently with minimum supervision and as part of a team
- Must display sound judgment, strong attention to detail, and willingness to take initiative
- Experience working in community relations and communication is required
- Excellent written and oral communication in English is required
- Experience in client-focused settings and commitment to providing outstanding customer service to various stakeholders
- Strong organizational, interpersonal, time management, presentation, and relationship-building skills
- Demonstrated ability to resolve issues in a timely, diplomatic, and effective manner
- Proficient computer skills and experience using Microsoft Office suite, CANVA, etc.

Location: 1155 Yonge Street, Suite 400, Toronto, Ontario M4T 1W2

Hours: 35 hours per week, weekends and evenings as required

Date of closing: Until the position is filled.

HOW TO APPLY:

If you are interested in the above opportunity, please send your resume and cover letter to edo@ccat.ca. The posting will remain open until filled.

Catholic Charities of the Archdiocese of Toronto is an equal opportunity employer and is dedicated to hiring staff that reflects the diversity of the community we serve. We will make reasonable accommodations to enable applicants with disabilities to participate in the interview process upon request to edo@ccat.ca. We invite candidates from diverse communities to apply.

We thank all applicants for their interest in Catholic Charities of the Archdiocese of Toronto. We will only contact those selected for consideration.