



EXECUTIVE ASSISTANT TO THE CEO

Title: Executive Assistant

Full-Time: Permanent

Reports: CEO

Location: Mississauga

Industry: Not-for-profit

COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care--a family, determined to provide tangible solutions at every stage of life.

Specifically, Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Jake's House Annual Holiday Parties, a 15-year tradition of bringing families together for a welcoming, fun and festive celebration; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Jake's House Employment Mentoring, a program that supports the integration of young adults into the workforce; and 4) inclusive housing solutions, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

Support the CEO and Board of Directors with administrative tasks that include event management/coordination, scheduling, reviewing and managing incoming and outgoing communications, coordinating travel, drafting and finalizing correspondence, organizing meetings, and calendar management.

The executive assistant serves as primary point of operational and administrative contact for the executive office, often on complex and confidential issues and participates in the coordination, supervision, and completion of special projects, meetings and events.



JOB RESPONSIBILITIES

- Support the CEO, Board of Directors and executive committees.
- Assist in the coordination and planning of internal and external events (such as leadership meetings, employee training, volunteer fairs, vendor events, etc.)
- Creating event schedules and meeting agendas, sourcing/pricing/ securing venues, developing content and materials.
- Assist with the coordination and preparation of materials for the Board of Directors, executive committee, the Finance and Audit Committee and other committee meetings as designated by Chief Executive Officer.
- Attend Board of Director meetings and committee meetings to prepare agendas, track meeting attendance, record minutes, and track and circulate minutes and action items arising from meetings.
- Network and maintain positive relationships with external stakeholders, vendors, and administrative professionals in key roles.
- Maintain up-to-date members listing and ensure company database is kept current.
- Organize complex activities for the executive team, including scheduling appointments, meetings, conferences, and other engagements based on an understanding of prior commitments and priorities.
- Produce professional, accurate, and complete documents generated or required by the executives in a timely and confidential manner.
- Prepare the executives for meetings and speaking engagements; create agendas and compile reference material and concise background information.
- Coordinate travel arrangements for the CEO and executive team, process travel and other expenses.
- Act as a project manager for special projects at the request of the executives, which may include: planning and coordinating presentations; disseminating information; and coordinating charitable events or meetings.

JOB REQUIREMENT

- Five or more years of experience providing administrative support to an executive.
- Detail-oriented and strong organizational skills when composing, typing, and proofing materials.
- Excellent verbal and written skills.
- Ability to multi-task, prioritize and follow-through to effectively manage workflow and continuously improve the efficiency of the office.



EXECUTIVE ASSISTANT TO THE CEO

- Ability to work with minimal supervision while prioritizing own work to handle multiple tasks and ensure established deadlines are met.
- Good interpersonal skills with the ability to support collegiality in a small office.
- Strong client service skills; able to diffuse situations with upset donors/ public.
- Ability to be productive when working independently and as a member of a team.
- Ability to use discretion in maintaining confidentiality of sensitive materials and issues.
- High level of flexibility and responsiveness.
- Excellent computer skills, particularly with Microsoft Office and Google products.
- Kind and empathetic, understanding the families we support always come first
- Ability to attend meetings and events in various locations, including our Mississauga office