Executive Assistant

Capitalize for Kids (C4K) is seeking an Executive Assistant. Reporting to the President and Chief Executive Officer, the Executive Assistant is responsible for enhancing efficiency, effectiveness and responsiveness of the Executive Office of the President and CEO.

THE OPPORTUNITY

The new Executive Assistant will be a leader in demonstrating customer service, commitment to excellence and quality relationship building in and beyond the organization. Audiences include staff in Toronto office, Board members and volunteers across Canada, general public, industry, government, academic communities and mental healthcare professionals. This position also provides administrative support to the Board and its committees, the CEO, the National Annual General Meeting, and administrative and operational support to the Executive Leadership Team (ELT).

ABOUT CAPITALIZE FOR KIDS

More than ever, kids are reaching out for support. Demand is increasing and mental health service providers are struggling to keep up. Kids and their families are trapped on waitlists – unable to get the help they desperately need. According to the Mental Health Commission of Canada, an estimated 1.2 million Canadian children and youth struggle with serious mental health issues. Unfortunately, service providers just can't keep up with demand. **We believe that kids and their families deserve so much better. It's why we focus on building capacity in kids' mental health services.**

We work with great agencies to identify business opportunities to increase the capacity of their existing services. We partner with top for-profit companies on a pro-bono basis to design solutions and then we fund the required changes to an agency's operations. At the end of the process, we template and share what we learn so that other organizations can implement similar solutions for themselves. We are helping service providers support more young people with their existing resources. It means that kids spend less time looking for help and more time getting it.

KEY DUTIES AND RESPONSIBILITIES

CEO

- Develop, lead, and implement annual and multi-year plans and strategies to achieve transformational growth in lifting the Faculty of Law's overall fundraising and alumni engagement results and to advance Law's highest academic, strategic and institutional priorities.
- Provide direct executive administrative support to the Executive Director/CEO. This includes coordination and maintenance of the CEO's calendar, travel, organizing and attending meetings and/or conference calls as required, and ensuring that all appropriate documents are prepared in advance of meetings.
- In the CEO's absence, assume any follow-up as required, including triaging and prioritizing issues and determining appropriate actions.
- Prepare, verify and process the CEO's expense accounts for approval and review all ELT expense accounts before approval by the CEO.
- Track and manage all correspondence for CEO; manage the CEO's database of contacts, documents, and file information.
- Prepare documents from dictation/direction, editing and revising as directed for final distribution, including new policies for the organization.
- Act as an ambassador for C4K in all relationships with business, educators, health professionals, other related industries and the general public.
- Perform other duties including projects to be determined and assigned by the CEO and as required for the efficient management of the Executive Office.
- Provide support to the CEO in the development of polices, guidelines and administration of meetings and general operations as required.

Board of Directors

- Organizes the agenda and arranges Board of Directors meetings and any of its sub-committees providing minutes as required.
- Organizes the National Annual General Meeting mailings, logistics, meeting materials and meeting support.
- Helps develop the detailed plan and budget for the National Annual General Meeting, the Executive Office, the Board and Executive Leadership Team.
- Coordinates special projects, seminars, workshops, conferences, Board or Executive office plans and travel arrangements as requested.
- Assists the Board and CEO in responding to both internal and external contacts including screening of telephone calls and scheduling of appointments.
- Liaises between C4K volunteers, employees, government, industry, mental health professionals, media and other associations either directly or as requested.

- Organizes and monitors the administrative requirements and record keeping for the Board and Executive Office.
- Updates policy and Executive Office/Board information for the Executive Leadership Team, Regions and/or departments.
- Revises organizational policy and procedure manuals as necessary.
- Produces reports, general correspondence, documentation and minutes for meetings as requested.

COMPETENCIES REQUIRED

- Excellent organizational skills.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced start up environment and meet deadlines.
- Sound financial acumen.
- Ability to solve problems, take initiative when appropriate, and respond appropriately to requests for information.
- A results-oriented problem solver, who likes to see things get done.
- Excellent verbal and written skills, including accuracy and ability to write reports and correspondence for signature by the Board and CEO.
- Ability to determine task priorities and organize workflow accordingly.
- Team player but able to work independently.
- Demonstrated project and time management skills.
- Exceptional computer skills with knowledge of MS Word, Excel and PowerPoint.

EDUCATION OR EQUIVALENT EXPERIENCE

- Minimum 2-3 years experience in an administrative role.
- University degree preferred.
- A combination of experience and education will be considered.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Works in an environment that has minimal hazardous or disagreeable environmental conditions, whether physical or psychological.
- Work requires slight physical exertion and/or application of concentration or attention effort that results in physical or sensory strain or fatigue.

SENSORY REQUIREMENTS

- Work requires a higher-than-normal amount of sensory demands.
- There are time pressures to complete certain tasks, more than 50% of the time.

LEADERSHIP BIO

Angela Simo Brown
President and CEO, Capitalize for Kids

Angela is an award-winning social innovation leader recognized as one of Canada's Top 100 Most Powerful Women by the Women's Executive Network as a Trailblazer and Trendsetter. Angela has expertise in strategy, innovation, social entrepreneurism, social impact, multi-sector partnerships, business development, and behaviour change. She is passionate about helping mission-driven organizations tap into purpose, culture and social impact strategy to grow their business, engage employees and help society. For 14 years, Angela led Social Impact and Innovation at Air Miles and Loyalty One, followed by a leadership role as Vice President, Social Impact at MaRS Discovery District. Currently, Angela is President & CEO of Capitalize for Kids, a charity that is transforming the youth mental health sector in Canada by removing barriers so vulnerable kids can access the mental health support they need when they need it.

FOR MORE INFORMATION

For more information about this opportunity, please contact Helena Debnam, Senior Consultant, Search + Talent by email at C4KEA@kcitalent.com.

All inquiries and applications will be held in strict confidence. Submissions are being reviewed as they are received. We encourage all applicants to apply early. Interested candidates should send resume and letter of interest to the email address listed above.

The salary range for this position is $50,000 - $70,000 based on experience and qualifications.

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

Capitalize for Kids is an equal opportunity employer and welcomes and encourages applications from all persons including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the interview process.

Capitalize for Kids is a hybrid work environment.