Executive Assistant & Operations Coordinator

Capitalize for Kids (C4K) is seeking an Executive Assistant and Operations Coordinator. Reporting to the President and Chief Executive Officer, this role is responsible for managing efficiency, effectiveness and responsiveness of the Executive Office of the President and CEO, and also supports business operations.

THE OPPORTUNITY

This role provides administrative and operational support to the President & CEO, in addition to the Executive Leadership Team (ELT).
The Executive Assistant & Operations Coordinator will be a leader in demonstrating customer service, commitment to excellence and quality relationship building in and beyond the organization. Audiences include staff in the Toronto office, Board members and volunteers across Canada, general public, industry, government, academic communities and mental healthcare professionals.

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. Children 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 mental health community agencies to identify opportunities to increase the capacity of their existing services so they can help more children and youth access vital support. We partner with top management consultancy firms on a pro-bono basis to identify barriers and design solutions, and then we fund and oversee the implementation of these solutions to an agency's operations to improve efficiencies. 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 ultimately helping service providers support more young people and their families with their existing resources. It means that children spend less time looking for help and more time getting it.

KEY DUTIES AND RESPONSIBILITIES

EXECUTIVE ASSISTANT TO PRESIDENT & CEO (and Executive Leadership support):

- Provide direct executive administrative support to the President/CEO. This includes coordination and daily maintenance of the President/CEO's calendar, travel details, organizing and attending meetings and/or conference calls as required, and ensuring that all appropriate documents are prepared in advance of meetings.
- In the President/CEO's absence, assume any follow-up as required, including triaging and prioritizing issues and determining appropriate actions.
- Prepare, verify and process the President/CEO's expense accounts for approval, and review all ELT expense accounts before approval by the President/CEO.
- Track and manage all correspondence for President/CEO; manage the President/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 President/CEO, and as required for the efficient management of the Executive Office.
- Provide support to the President/CEO in the development of polices, guidelines, and administration of meetings and general operations as required.

OPERATIONS COORDINATOR:

- Manage office operations and supply order coordination.
- Support Board Secretary and Operations & Events team where required.
- Support Revenue Generation team on an as needed basis.

COMPETENCIES REQUIRED

- High energy, keen to learn and help.
- Enjoys working in a fast-paced, entrepreneurial environment and is comfortable and unflappable with change and ambiguity.
- Able to work effectively in a sometimes-noisy environment.
- Sociable.
- Excellent organizational skills.
- Ability to solve problems, take initiative when appropriate, and respond appropriately to requests for information.

- Exceptional computer skills with knowledge of Outlook, MS Word, Excel and PowerPoint.
- A results-oriented problem solver, who likes to see things get done in a timely manner.
- Excellent verbal and written communication skills, including accuracy and ability to write reports and correspondence for signature by the Board and President/CEO, and ability to adjust writing style based on the audience.
- Ability to determine task priorities and organize workflow accordingly.
- Team player, but able to work independently.
- Demonstrated project and time management skills.
- Sound financial acumen.
- Ability to maintain confidentiality.

EDUCATION OR EQUIVALENT EXPERIENCE

- Minimum 1-year experience in an administrative role.
- University degree is 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.

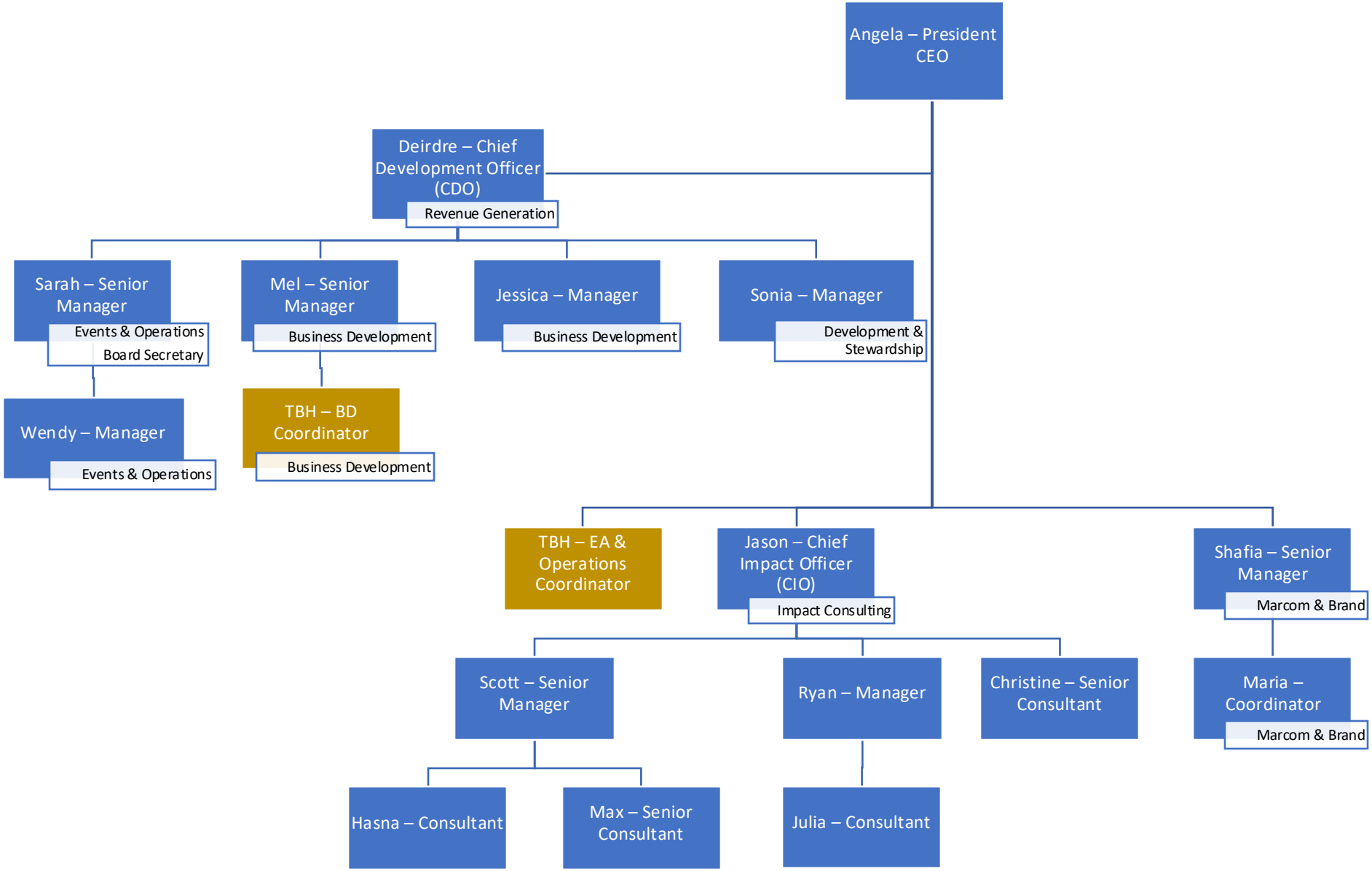
FOR MORE INFORMATION

All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and letter of interest to the attention of Sarah Beason at sarah@capitalizeforkids.com by **Jan 24, 2025.**

The salary range for this position is $55,000 - $75,000 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, and this role requires in-person attendance minimum three (3) days per week.

Capitalize for Kids Organizational Structure