



EXECUTIVE ASSISTANT & HR COORDINATOR

Start date: ASAP
Location: West Toronto
Term: Full Time

THE COMPANY:

As a community-based service organization, Corbrook Awakening Abilities has been making an important contribution to the lives of people with disabilities and their families for more than 70 years. We embrace a person-directed philosophy and approach, supporting people to make informed decisions and personal choices that will help them achieve their goals.

THE LOCATION:

Corbrook has offices in North York and Toronto East (Scarborough). This position will be required to work at the North York location and remotely on occasion.

THE POSITION:

The EA & HR Coordinator reports directly to the Chief Executive Officer and provides executive support and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chief Executive Officer. The EA & HR Coordinator also serves as a liaison to the Board of Directors and senior management teams, provides Human Resources administration, coordination and facilitation, organizes and coordinates executive outreach and external relations efforts and oversees special projects.

OVERALL ACCOUNTABILITY:

The EA & HR Coordinator reports to the Chief Executive Officer and works in conjunction with the Senior Management Team.

MAJOR DUTIES AND RESPONSIBILITIES:

Executive Assistant

- Completes a broad range of administrative and coordination tasks for the Chief Executive Officer including composing and preparing correspondence, creating memos, presentations, agendas and spreadsheets, booking teleconference and Zoom meetings, maintaining corporate filing system and contacts database.
- Edits and completes first drafts for written communications to external stakeholders, donors, sponsors, government and political affiliations.

- Communicates directly, and on behalf of the Chief Executive Officer with Board members, stakeholders and others on matters related to initiatives, programs and partnerships.
- Provides a bridge for smooth communication between the Chief Executive Officer's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Coordinates various annual and monthly management events including the Annual General Meeting, Management Meetings, Managers Retreat and assists in planning and coordination of specials events.
- Evaluates current administrative operating systems and processes with the intent of improving delivery while investigating possible new approaches to streamline administrative operations.
- Serves as the Chief Executive Officer's administrative liaison to Corbrook's Board of Directors maintaining discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations regarding Board and Board Committee matters, including preparation of agendas, coordinating and distributing reports and materials, scheduling Zoom and in-person meetings, preparation of all aspects of in-person Board Meetings.

Human Resources Coordinator

- Responsible for facilitating all key HR functions and programs including issues raised by current and future employees and matters related to employment, compensation and benefits and employee relations.
- Prepares all Employment Agreements/Offer Letters for full time, part time and term employees.
- Administers and manages software programs related to time tracking, training, policies and procedures, police reference checks and virtual meeting programs.
- Creates and prepares draft communications of salary changes, vacation and leave management, disciplinary documentation and letters, HR orientation processes and procedures, etc.
- Administers the company benefits plan including processing enrollments, changes and terminations; processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- May recruit, interview, hire, train and supervise junior administrative staff in the department.
- Assists managers in recruitment process including screening candidates, attending interviews and conducting reference checking
- Prepares, maintains and updates all personnel files in paper and electronic form to ensure compliance with Corbrook's policies and provincial legislation.
- Develops and updates HR spreadsheets documenting employee information, performance evaluations, organizes and facilitates employee training in Crisis Intervention, CPR/First Aid and Joint Health & Safety
- Performs customer service functions by answering employee requests and questions.

SKILLS AND QUALIFICATIONS:

- Post-secondary diploma/degree/ designation in Human Resources and/or Marketing/Business Administration or other related field.
- Minimum five years of experience in a related administrative, progressive position is required; direct experience in a not-for-profit agency is highly desirable.
- Advanced proficiency in Microsoft Word, Excel, PowerPoint and database applications is required
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail relating to planning, record-keeping, and maintaining and executing an ongoing timetable of activities.
- Strong attention to detail and sharp focus on keeping track of commitments and responsibilities where multiple projects are in motion at all times.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including staff, board members, and external partners.
- Expert level written and verbal communication skills a must. Excellent language and grammar skills, capable of composing and proofreading/editing correspondence with consistent accuracy.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Resourceful team player with the ability to work independently, take initiative and build strong working team relationships.
- Proven ability to handle confidential and sensitive information with discretion, exhibit tact, diplomacy and good judgment, with high standards of ethics and confidentiality.
- Be adaptable to various competing demands and demonstrate the highest level of customer service and response.
- Ability to work under pressure with frequent interruptions while working on numerous projects; ability to prioritize work and meet deadlines.
- Ability to maintain confidentiality of information related to the company and its employees.

ADDITIONAL DESIRABLE ASSETS:

- French Language
- Driver's License G and access to a vehicle

Please be advised that our Policy requires all staff to be fully vaccinated. Masking at our locations is optional.

* Police Reference Check/Vulnerable Sector Check is a requirement for this position.

Application Process and Deadline:

To apply for this position please forward your resume and cover letter to Jeannie.harrison@corbrook.com.
Position will be posted until filled.

Please indicate the position that you are applying for in the subject line.

Corbrook is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.