

# University Settlement

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Charitable #: 119279412RR0001



## *Over 100 Years of Service in the Community*

**JOB TITLE/ POSITION:** Assistant to the Executive Director (Part-time)  
**DEPARTMENT:** Administration  
**REPORTS TO:** Executive Director

### **ORGANIZATIONAL OVERVIEW:**

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being one of the first community-based social service centers in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services.

### **THE POSITION:**

Reporting to the Executive Director, the Assistant to the Executive Director (Assistant) provides executive support in a one-on-one working relationship to the ED. The Assistant also supports the ED and Managing Director of External Relations and Development in their communications and fundraising efforts; and oversees special projects.

The Assistant must be creative and enjoy working in an environment that is mission and results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **RESPONSIBILITIES:**

#### **Operational**

- Completes a broad variety of administrative tasks, including composing and preparing correspondence that is sometimes confidential
- Assists with, and when required, oversees projects, including strategic and operational plans, annual report, and funder reports
- Provides administrative support to the Board of Directors and Committees including: updating quarterly and annual statistical and narrative reports, arranging meetings, circulating reports and background materials, and ensuring proper records are maintained
- Plans and oversees the AGM ensuring that notices and invitations are circulated according to the organization's by-laws
- Provides a bridge for smooth communication between the executive director and agency departments, demonstrating leadership to maintain credibility, trust and support with management and staff



**Funder and Partner Relations**

- Provides administrative support to the Executive Director and Managing Director of External Relations and Development with regard to:
  - Maintaining relationships with existing funders
  - Researching and helping to prepare funding applications and reports
  - Preparing required financial and program statistics as required by agency and funders
  - Gathering all required information for and assisting with the preparation of the annual United Way report

**Represents the Agency**

- Takes a leadership role in key events throughout the year, including the AGM
- Participates actively in agency events
- Represents the Executive Director when requested

**Performs other duties as assigned**

- Works closely with the Executive Director and other agency personnel to ensure department and program needs are met
- Performs other duties as assigned

**QUALIFICATIONS:**

- An undergraduate degree or equivalent combination of experience and education
- Minimum 3 years' experience in an administrative role
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Experience working in a diverse, multi-service, unionized setting preferred
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Proficient in Microsoft Office, Adobe Acrobat, WordPress and social media web platforms

**SCHEDULE:** Part-time position, 21 hours per week, flexible, some evenings required

**DETAILS:** Non-unionized position

**SALARY RANGE:** TBD

**Terms of Employment:**

A Police reference check satisfactory to University Settlement is a requirement of this position.

Please send your resume and cover letter to [sharon.mccalla@universitysettlement.ca](mailto:sharon.mccalla@universitysettlement.ca)

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*