Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

The Executive Assistant will be responsible for providing administrative support to the COO, Board of Directors, and staff of Making the Shift Inc. The general responsibilities of the position will be to manage the flow of information, administrative duties and other general duties as required. These duties may involve matters of a confidential nature, require discretion, flexibility, and multitasking.

1. **BASIC FUNCTIONS**

The Executive Assistant (EA) is responsible for general office administration and secretarial support, including the maintenance and organization of the day-to-day workings of MtS. The EA will also organize meetings, including creating agendas, note taking and secretarial support for advisory bodies and committees. The position will work with the COO, Scientific and Implementation Directors, the Chair of the Board of Directors, as well as other staff and board members to coordinate and plan these meetings. The EA will be familiar with governance procedures as well as the Terms of Reference of the various committees and work with the COO to ensure we are in compliance.

The EA provides senior administrative support to the COO and works closely with the Scientific and Implementation Directors of Making the Shift Inc., the project team, partner teams, national funding organizations, regional and national partner organizations, government representatives and bureaucrats, faculty members and staff at York University and other Faculties/Universities, as well as people with lived experience of homelessness.

2. **MAJOR DUTIES**

**A) OFFICE ADMINISTRATION**

1. **Manage all aspects of organization’s office service.** Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs. Coordinate purchase or equipment supplies necessary for operation of organization. Manage various institutional email accounts, equipment, office space; organizing technical support (hardware/software/subscriptions).

2. **Correspondence;** provision of information to all stakeholders.

**B) EVENT & MEETING SUPPORT**

1. **Supports all administrative aspects of planning and hosting events,** such as meetings and conferences. Tasks include room booking, catering (if applicable), invitations, guest list management, booking and facilitation of teleconference lines, web access, meeting minutes, expense claims, etc.

2. **Act as a liaison and provide support to the Board of Directors.** Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.

3. **Coordinate executive meetings and retreats, staff meetings,** and events as needed.
C) ADMINISTRATIVE AND SECRETARIAL SUPPORT

1. Complete a broad variety of administrative tasks that facilitate the COO’s ability to effectively lead MtS, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports.

2. Provide sophisticated calendar management for COO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements. Scheduling meetings, managing conference calls, taking notes and preparing/distributing minutes.

3. Liaising with departments and faculty across campus (catering, VPRI, Faculty of Education, Procurement, TUUS, etc.) and partner organizations (A Way Home and Canadian Observatory on Homelessness), as needed.

4. All file management of Making the Shift Inc.

D) OTHER DUTIES AS ASSIGNED BY THE COO

3. QUALIFICATIONS

EDUCATIONAL REQUIREMENTS: 2 years post-secondary education with some business administration/project management courses or equivalent is an asset, but not required.

EXPERIENCE REQUIREMENTS: 3-5 years of recent related administrative experience, preferably in an educational or non-profit environment.

SKILLS: Excellent oral and written communication skills to elicit and interpret information from a variety of sources; strong project management and coordination skills; ability to work as a member of an inter-disciplinary team and independently to identify and accomplish project(s) objectives; high tolerance for ambiguity; self-directed and demonstrated initiative; excellent organizational skills, including ability to multitask, set priorities and meet deadlines; excellent attention to detail.

Technical skills: Excellent computer skills required - including Office365, zoom, electronic mail and scheduling applications. Familiarity with York University’s online systems an asset (including CONCUR, Sm@rtBuy, HR Self-Serve, etc.).

4. APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please submit applications to katiedj@yorku.ca and ensure that Executive Assistant is quoted in the email subject line.

Posted on: November 9, 2021 Closing Date: Posted until filled

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.