

## **JOB POSTING: EXECUTIVE ASSISTANT / OFFICE MANAGER**

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is focused in three areas:

- Leveraging opportunities for new approaches and shared learning in the performing arts
- Building a low-carbon, resource efficient, and resilient Canada
- Improving economic livelihoods for low-income people in Toronto

The Foundation has an opening for an **Executive Assistant / Office Manager**. This individual will provide administrative support to the President & CEO of the Foundation, run the day-to-day operations of the office and assist, as needed, with special projects. The position of **Executive Assistant / Office Manager** is a permanent, full-time position.

### **RESPONSIBILITIES**

- Provide direct and comprehensive administrative support to the President and CEO, including management of calendar and schedule, correspondence, internal and external meeting materials and files, and travel arrangements
- Organize Board and other meetings, including issuing invitations, circulating advance materials, arranging catering and other facility needs, taking minutes during meetings, and conducting appropriate follow-up with materials from meetings
- Manage grants relating to the General Fund and Special Initiatives granting streams
- Provide information and referrals to not-for-profit organizations and the general public
- Develop, implement, and update office procedures in accordance with Foundation policy
- Manage and perform basic maintenance related to the facility, office equipment, supplies, and archives
- Manage bookkeeping (payroll and accounts payable, bank reconciliation, maintenance of financial record keeping)
- Oversee on-site troubleshooting of computer systems, applications, and network
- Organize and distribute Foundation-wide publications and communications tools
- Assist the Foundation's communications staff as needed
- Support other Foundation-wide projects as needs arise and perform other administrative duties as required

## **QUALIFICATIONS**

The ideal candidate will have:

- 3 - 5 years experience in executive-level assistance and/or office management
- Outstanding attention to detail
- Excellent organizational skills
- The ability to take initiative, to take direction, and to work independently
- Strong verbal and written communication skills
- Proven ability to manage competing priorities under pressure
- Strong interpersonal skills
- Excellent computer skills, including demonstrated ease and familiarity with Microsoft Office functions (Mac platform) and database programs (FileMaker Pro)
- Significant bookkeeping experience with AccountEdge or similar accounting software
- Some experience with basic website maintenance, with preference given to individuals proficient in WordPress
- A commitment to providing an excellent level of service

Post-secondary education and/or a demonstrated interest or experience working with not-for-profit organizations would be considered assets.

## **APPLICATION PROCESS**

Interested candidates should send a résumé with a cover letter providing salary expectations and references to: [info@metcalffoundation.com](mailto:info@metcalffoundation.com). In the subject line, please reference Executive Assistant Search.

## **DEADLINE**

August 26, 2016, 5:00 PM EDT