



Crisis Services Canada/Service de Crises du Canada (CSC/SCC) is a not-for-profit organization that oversees the Canada Suicide Prevention Service/Service Canadien Prévention du Suicide (CSPS/SCPS), which offers helpline support for anyone in Canada with suicide-related concerns. CSPS/SCPS currently offers 24/7 support by phone and support in peak hours with plans to expand to online chat and other media as they come into common usage. CSPS/SCPS a nationally available service that is regionally delivered by linking existing distress centres through a virtual contact centre platform.

ADMINISTRATIVE ASSISTANT

WORK FROM HOME | P/T PERMANENT | FLEXIBLE HOURS

Crisis Services Canada/Service de Crises du Canada (CSC/SCC) is seeking a part-time (28 hours weekly) Administrative Assistant to support the Chief Executive Officer, Board, and Senior Management Team through a continued period of growth. Reporting directly to the CEO, you will be responsible for governance support including coordinating board meeting logistics, taking meeting minutes, and preparing and distributing board minutes. You will also provide direct support to the CEO through calendaring, scheduling, managing meeting logistics and minute taking.

This is an excellent opportunity for an individual who has a strong ability to work independently and under little supervision. CSC/SCC is a virtual national organization and, in this role, you will work from home 4 days per week (or 28 hours). This role is key to provide overall office management, including electronically filing documents, managing online meeting tools (e.g. GoTo Meeting, Skype4Business), bring forward items to senior management team, and managing general inquiries from the public.

QUALIFICATIONS

- Experience providing support to board of directors or committees
- Proven experience providing office and administrative support (i.e. 4 years)
- Strong ability to work independently to deliver on responsibilities in a remote/unsupervised work environment
- Ability to travel to Toronto area for board and national meetings
- Knowledge of office protocols and the roles and functions of Boards of Directors, including committee members in a not-for-profit environment.
- Written communication skills to prepare a range of board materials, minutes, reports, and responses.
- Proficiency in a variety of computerized applications including database management, filing/tracking, emails, word processing, presentation software, and online meeting tools.

HOW TO APPLY

To indicate your interest in this position, please submit your cover letter and resume to CSC@hrassociates.ca by May 10th, 2019. If you require any accessibility accommodations to participate in the recruitment process, please contact call 416-237-1500 x227.