



JOB DESCRIPTION EXECUTIVE ASSISTANT

Our Vision:

*The Native Canadian Centre of Toronto is dedicated
to helping all of our relations on their journey*

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Executive Assistant

II Employment Term & Work Hours:

- Permanent Full-Time
- Compensation to commensurate with experience and education
- 40 Hours Per Week (In-Office) (Monday – Friday)

III Department: Executive Department

IV Direct Report: Executive Director

V Job Purpose: The Executive Assistant acts as the support person for the NCCT Executive Director, and Board of Director officials. This position helps with various administrative and organizational needs, such as setting up appointments and overseeing schedules. Acting as a gatekeeper for the Executive Director as well as conducting business with other colleagues or external vendors on behalf of the Executive Director and/or Board officials.

VI Duties and Responsibilities:

The list of duties and responsibilities of the Executive Assistant is quite broad and can change depending on the needs of the Executive and Management Team.

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Filing important documents, such as reports, meeting notes, emails, and letters
- Maintaining a high degree of discretion and confidentiality
- Keeping the Executive Director's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Conducting research and creating reports on various topics based on the needs of the Executive Director
- Assist the planning and organizing of events that take place externally and/or internally, such as fundraisers, ceremonies, appreciation events.



- Keeping important information and documents organized physically, and electronically
- Responsible to support and provide high-quality administrative and clerical assistance to the Executive Director, Board of Directors and Managers in a timely and professional manner
- Expected to interact with employees from across all departments
- Think independently, problem solve and work with the whole executive and management team
- Be willing and able to take on short- and long-term projects
- Be able to assign, supervise, and oversee the work of others where applicable
- Account for project and funder report statuses and prepare report updates to the Executive Director, Board of Directors and Managers
- Promote a favorable image of the Native Canadian Centre of Toronto
- Maintain confidentiality with all matters related to the NCCT and its programs
- Commitment to learn and use an Indigenous language reflective of NCCT community
- Other duties as assigned by the Executive Director
- Ensure Main Reception shifts are covered

VII QUALIFICATIONS:

- Post-secondary education in Business Administration or equivalent in experience
- Minimum 3 years' experience providing administrative support at an executive level
- Solid business skills and a natural skill set that includes independent thinking, excellent attention to detail, good oral, editing and written communication skills, good time management skills and a strong sense of professionalism
- Must have solid business skills in compiling and composing correspondence, internal memos, various statistical reports, agency reports and all other administrative items as required
- Ability to conduct research and create reports or presentations
- Excellent communication skills are a prerequisite for dealing with employees on every level
- Time management
- Ability to learn quickly
- Ability to handle sensitive information with discretion
- Technical proficiencies and familiarity with a wide range of business software including Microsoft Word, Excel, PowerPoint
- Ability to work in a fast-paced environment
- Knowledge and understanding of Indigenous history, culture and traditional values
- Experience working within an Indigenous organization or with the Aboriginal community an asset
- Knowledge of Indigenous languages and culture represented in NCCT community
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Proven ability to manage time effectively as per priorities and time sensitive reporting mechanisms



VIII Working Conditions: Special working conditions cover a range of circumstances from working with challenging staff and/or clients. It is recommended that the applicant is experienced in dealing with emotionally traumatized Indigenous peoples and is professional, sensitive and empathetic.

IX Physical Requirements: There may be physical or mentally demanding elements to this position. There will be long periods of sitting, and screen time to accommodate for. On occasion, the candidate will need to lift file boxes.

X What We Offer:

- Culture-based organization
- Comprehensive health insurance plan (after probation period)
- Paid time off (vacation, sick leave, holidays)
- On-site amenities (e.g., cafeteria)
- Full Pay Range (\$50,000 - \$70,000) Hiring Range (\$50,000 - \$56,000)

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted. If this position interests you, please submit your resume and a cover letter to:

Sarah Fraser - Human Resources

sarah.fraser@ncct.on.ca

Deadline: September 13th, 2025

SUBJECT LINE:

NCCT Executive Department - Executive Assistant

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at sarah.fraser@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.