



Internal/External Job Posting

Position:	Executive Assistant to the ED – Short Leave Coverage
Reports to:	Executive Director
Contract type:	Part Time, 21 Hours Per Week, Short Term Contract
Role Type:	Non-Union
Start Date:	ASAP
Rate:	\$32.96 Per Hour
Location:	Peel Region
Deadline to apply:	April 22, 2026
How to apply:	Email resume and cover letter to hr@mnsinfo.org

About MNS:

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Role Overview:

The Executive Assistant will provide comprehensive administrative support to the Executive Director and ensure the smooth operation of the executive office. The ideal candidate will be proactive, possess excellent communication skills, and demonstrate the ability to handle a wide range of administrative and executive support tasks.

Duties:

- Provide administrative support to the Executive Director, including managing calendars, scheduling appointments, coordinating meetings, and making travel arrangements.
- Serve as the primary point of contact for internal and external communications on behalf of the Executive Director. Draft, edit, and proofread correspondence, reports, and presentations as needed.
- Maintain accurate records, files, and databases. Handle confidential information with discretion and professionalism.
- Prepare agendas, take minutes, and follow up on action items for meetings attended by the Executive Director. Coordinate logistics for board meetings, staff meetings, and other organizational gatherings.
- Assist the Executive Director in managing special projects and initiatives. Conduct research, gather data, and prepare materials as required.
- Assist in the planning and execution of events, including fundraising events, community outreach activities, and staff appreciation events.

- Assist in monitoring and tracking budget expenditures for the executive office. Prepare expense reports and reconcile credit card statements.
- Build and maintain positive relationships with staff, board members, donors, volunteers, and external stakeholders.
- Oversee the day-to-day operations of the executive office. Order supplies, maintain equipment, and ensure the office is well-organized and conducive to productivity.
- Assist Human Resources functions as needed
- Perform other administrative tasks and responsibilities as assigned by the Executive Director.

Qualifications:

- Post secondary education in a related field. Bachelor's degree in project management, Public Administration, or a related field preferred.
- Minimum two years' experience as an executive assistant required, preferably in a nonprofit or community services organization.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Discretion and confidentiality in handling sensitive information and communications.
- Ability to work effectively both independently and as part of a team.
- Flexibility and adaptability to changing priorities and responsibilities.
- Experience in event planning and project management is an asset.
- Knowledge of the community and social services sector is desirable
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within past six (6) months.

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. **No telephone calls please.**"*

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.