



The Palin Foundation, est. 1976  
63 Gould Street  
Toronto, ON M5B 1E9

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We are currently seeking the ideal candidate to fill the position of:  
**Executive Assistant**

### **ABOUT US:**

The Palin Foundation administers the Toronto Metropolitan Student Centre (TMU-SC) along with Oakham House. TMU-SC is home to student unions, affiliated campus groups, The Eyeopener newspaper, Met Radio and the Good Food Centre. Inside Oakham House you'll find the Office of the Ombudsperson, Oakham Café, The Met Campus Pub and a host of rentable venue spaces.

#### Mission

The Palin Foundation provides stable student employment, affordable and healthy food, a platform for advocacy, flexible space for student needs and a connection to community.

#### "FACES" of the Foundation

We operate with a mandate to provide:

Affordable and healthy **food**, a platform for **advocacy**, connection to a broader **community**, stable student **employment**, and flexible **space** that fits your needs.

#### Vision

A thriving, inclusive and independent student-led space.

#### Values

- Respect for all members of the Foundation's community
- Integrity in service delivery, external partnerships and operations
- Accessibility by reducing barriers so everyone benefits from shared space
- Equity, addressing all forms of oppression
- Innovation in adapting to the needs of new student generations

## **POSITION OVERVIEW:**

The Executive Assistant is a dynamic role that works closely with the Executive Director (ED) and foundation management team. This role is responsible for organizing and managing high-level information, projects, and activities in the office in support of the foundation.

*Core to this role is:*

- Support the ED and management team in calendar management, admin, and communication to internal and external contacts
- Serve as the recording secretary to the foundation's board of directors
- Maintain organized documentation by means of notetaking, tracking action items, and filing documents appropriately
- Lead organizational wide/cross-functional special projects

## **DUTIES & RESPONSIBILITIES:**

*Executive and Operational Support*

- Manage the ED's calendar, coordinating multi-person and team meetings/events, and resolving scheduling conflicts with internal and external parties
- Manage the ED's inbox and workflows
- Triage and manage the ED's inbox, filtering messages, prioritizing urgent issues, delegating, and strategically advising on responses.
- Act as a liaison between the ED and internal/external stakeholders, including partners, tenants, university staff and team members
- Attend meetings alongside ED for notetaking and to ensure decisions are actioned before and after
- Anticipate meeting needs by preparing briefings, agendas, speaking notes, research summaries, action items, and tracking for impact.
- Arrange and prepare materials for meetings, including calendar invites, presentation decks, agendas, minutes and follow-up actions
- Enhance and maintain document and project management system(s) and act as SharePoint, and Asana administrator
- Manage administrative hygiene
- Assist the ED and management team with special projects, ad-hoc assignments by maintaining project timelines, track progress, and providing regular updates to ensure accountability and objectives are met
- Track and manage office-related budgets, expenses, credit card reconciliation and reporting
- Manage incoming and outgoing mail and packages

*Support the Board of Directors of the foundation*

- Handle all communication and logistics for Board meetings and events
- Develop, compile, draft and distribute agendas, Board reports and Board packages
- Record minutes at Board meetings, ensuring they capture the essence of deliberations and highlight decision points and actions
- Coordinate the work of committees of the board and committees of the foundation
- Ensure consistent compliance with the Board By-Laws, and other legislation and policies regarding Board matters
- Maintain governance records and archives

### *Communication Support*

- Work with ED to develop and refine announcements and communication to the staff
- Serve as an editor for the ED
- Coordinate with HR Administrator on employee recognition
- Lead the organizing of all-staff and management events (bi-annual staff parties, offsite meetings, etc.)
- Lead the organizing of foundation events (open houses, industry events, etc.)
- Coordinate materials necessary for external publications (impact reports, policy positions, etc.)
- Reflect the culture and values of the foundation, as well as consistently maintain a high level of confidentiality and discretion, through all work and communication

### **JOB QUALIFICATIONS**

- Completion of a post-secondary education in office administration, project management or a similar program
- A minimum of 2 years of experience working as an executive assistant
- **Bonus Points:**
  - Experience working at a non-for-profit or charity
  - Experience working with a board of directors
  - Experience working with a predominately young workforce (ages 18-24)

### *Required skills & demonstrated knowledge*

- Excellent verbal and written communication and consultative skills
- Strong organizational and planning abilities, with the capacity to manage multiple priorities
- Demonstrated ability to work collaboratively in a team environment
- Strong knowledge of Microsoft Office Suite (Word, PowerPoint, Excel) and Mac Platforms
- Comfort with handling confidential materials and conversations
- Willingness to approach your work with compassion and empathy

### *Physical Effort & Working Conditions*

- This position requires routine physical activity. The incumbent is frequently using a computer/technology while composing and preparing reports, documents and letters for extended periods of time. Physical movement may also be required for extended periods of time while participating in special events
- The majority of the incumbent's time is spent in an office environment. The incumbent is required to meet multiple and conflicting deadlines on a regular ongoing basis

### **COMPENSATION & CULTURE:**

**Position Title:** Executive Assistant

**Department:** Executive Director's Office

**Base Salary:** \$60,000, annually

**Benefits:** Extended health and dental benefits, and access to defined benefit pension plan (CAAT); after successful completion of probation period; 2 weeks paid vacation + paid winter shutdown per year; monthly cellphone reimbursement; 18 wellness days (medical, personal, sick)

**Contract Type:** Full-time, Permanent

**Tentative start date:** March 2026

**Supervisory:** This position reports directly to the Executive Director

**Location:** Onsite, with flexibility for remote work

**Don't meet every single requirement?** We strongly encourage you to still apply! At The Palin Foundation, we are committed to creating a diverse and inclusive environment. We encourage your application even if you don't believe you meet every single qualification outlined – part of our organizational ethos is the development and building of capacity within our team.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The Palin Foundation is committed to employment equity and the creation of a staff group that reflects the community that we serve. As such, we do not discriminate in hiring or terms and conditions of employment because of an individual's race, ancestry, colour, place of origin, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, family status or marital status, or any other protected category recognized by provincial or federal laws. We strongly believe that alleviating the under-representation of equity-seeking individuals will create a stronger team and allow us to better serve the needs of our diverse community.

Should you require any accommodation, please inform us and we will work with you to meet your accessibility needs. For any accessibility-related assistance, requests for information in accessible alternative formats or to report any accessibility problems, please share in your application.

### **SUBMITTING YOUR APPLICATION:**

Please submit your application by email to [jobs@tmusc.ca](mailto:jobs@tmusc.ca) with the subject line "Executive Assistant Application". In your application, please include a resume and cover letter that demonstrates your fit for the position. Applications are accepted and reviewed on an ongoing basis until the position is filled. The Palin Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.

Learn more about the Palin Foundation by visiting

<https://www.tmustudentcentre.ca/about/about-tmu-student-centre>