

### Executive Assistant

#### Research & Evaluation, Project Management Office

**1 Contract Full-time Position (Approx. 15-month term to cover a leave)**

**Annual Salary: \$57,841.51 – 63,861.70**

The George Hull Centre is a leading Children's Mental Health Centre providing a full continuum of services to children from birth to 18 and their families in Etobicoke. The Research Department supports agency-wide initiatives in the areas of research, data management, program evaluation, project management, and quality assurance.

The Research Department is currently seeking a highly organized person with initiative and attention to detail to fill the position of Executive Assistant. The Assistant will be responsible for performing a significant variety of multi-faceted assignments of an administrative and coordination nature. Reporting to the Director of Research, Evaluation and Project Management, the successful candidate will be joining a growing team dedicated to fostering organizational excellence and support for the Centre's vital services to children and families.

The Executive Assistant will coordinate and manage the office of the Director of Research, Evaluation and Project Management. This role is responsible for managing the priorities of the Director's office by providing oversight on projects and flowing critical business information to the Director. The Executive Assistant will manage communications and scheduling, prepare and organize materials and reports, as well as support the strategic priorities of the Research & Evaluation, PMO office while ensuring all information is managed professionally and confidentially.

#### Duties and Responsibilities:

**1. Director Support:**

- Manage schedule, priorities, and communications for the Director.
- Coordinate meetings, prepare materials, and maintain confidentiality.
- Assist with hiring and onboarding processes.

**2. Research and Evaluation:**

- Develop and maintain protocols, templates, and filing systems.
- Manage program logic models and tracking.

**3. Project Management Office:**

- Support projects through scheduling, documentation, and communication.
- Prepare agendas, minutes, reports, and presentations.

**4. Clinical Records:**

- Assist with process development and provide backup coverage for Coordinator.

**5. Electronic Health Records (EHR) System:**

- Support onboarding, training, and issue resolution.

- Liaise with vendor and participate in system updates and testing.

**6. Special Projects and Assignments:**

- Contribute to Centre-wide initiatives and serve on administrative committees.

**Qualifications:**

- Diploma or degree in administrative studies or related field, or equivalent experience.
- Three (3) to five (5) years of job-related experience in a senior administrative role supporting senior-level management
- Knowledge of financial management
- Advanced computer skills employing a variety of software applications.
- Demonstrated minute-taking abilities with previous executive-level management support experience

**Skills & Attributes:**

- Flexible, adaptable, and responsive to change.
- Proven ability to manage multiple projects, meet deadlines and reprioritize as needed.
- Ability to deal with issues in a confidential and sensitive manner.
- Ability to exercise sound judgment and independent decision-making; demonstrates critical thinking.
- Excellent communication and customer service skills.
- Experience with individual and group training
- Self-directed with an ability to organize, plan, prioritize and multi-task.
- Excellent written documentation skills that are clear, thorough, concise, accurate and timely.
- Detail-oriented.

**The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.**

**Hours of Work:**

- 36.25 hours per week; Monday- Friday.

**Additionally, we are proud to offer a Lifetime Retirement Pension. For more information on our pension plan, please follow the link: [www.caatpension.ca/pensionsfortalent](http://www.caatpension.ca/pensionsfortalent)**

Please submit resume and cover letter to:

HR Administrator

Email: [humanresources@georgehull.on.ca](mailto:humanresources@georgehull.on.ca)

*\*Please include the position applying for in subject line.*



***We thank all those who apply, however, only those chosen for an interview will be contacted.***

**Posting Date:** January 19, 2026

**Closing Date:** February 6, 2026