



## **Job Opportunity**

### **Gender-Based Violence MCCSS Network Administrative Assistant**

**Location:** Abrigo Centre – 1645 Dufferin Street, Toronto

**Reports to:** Co-Executive Director

**Job Type:** Full-time contract to March 31, 2025 with possibility of extension

**Application Deadline:** October 15, 2024

**Wage:** \$57,000 annually / Prorated

#### **Overview**

The Toronto Region Ministry of Children, Community, and Social Services (MCCSS) GBV/VAW Networks are looking for a motivated and detail-oriented Administrative Support professional. The role will focus on providing critical administrative support to the co-chairs of the seven (7) network tables in contribution to their continued growth, collaboration, and communication within each network and between the various networks. The position will be supervised and housed at the Abrigo Centre, a MCCSS funded community organization offering GBV services.

#### **Key Responsibilities:**

- Working with the Network co-chairs, provide administrative support to the seven GBV/VAW Networks, including scheduling meetings, preparing agendas, and taking meeting minutes
- Manage network communications, including email correspondences, maintaining contact lists, and disseminating important information to all member agencies
- Attend network meetings (in person and virtual), moderates the technical aspects of the virtual or in person meetings
- Schedules meetings, reserves meeting space, arranges use of equipment as required
- Creates and disseminates surveys
- Assist in organizing and coordinating network events, workshops, and training sessions
- Maintain an organized filing system for all network-related documents and materials
- Collaborate with network members and stakeholders to ensure timely follow-up on tasks and initiatives
- Support the co-chairs in preparing workplans, reports, and development of resources for the networks

- Handle basic financial administration, such as processing invoices, tracking expenses, and preparing financial summaries
- Assist in the preparation of presentations, documents, and other materials needed for meetings or events
- Provide support for special projects as needed

### **Qualifications:**

- Undergraduate degree or diploma in a relevant field
- Experience in or knowledge of the gender-based violence (GBV) sector or related social services is an asset
- Knowledge of community resources and services available to GBV survivors
- Excellent interpersonal, oral and written communication skills
- Proven experience in an administrative role, preferably in a non-profit, social services, or government setting
- Strong organizational skills with the ability to multitask and manage competing priorities.
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with virtual meeting platforms (e.g., Zoom, Teams)
- Demonstrated ability to work independently and as part of a team
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong interpersonal skills, with a collaborative approach to working with diverse stakeholders and a multicultural environment
- Ability to work under pressure, respond to changing priorities and function as a highly efficient assistant

### **To Apply:**

Please submit a cover letter and your resume by email with “**GBV MCCSS Network Assistant**” in the title by **October 15, 2024** to: Hiring Committee, Abrigo Centre, at [info@abrigo.ca](mailto:info@abrigo.ca) .

We encourage applications from individuals who reflect the diverse communities we serve. The Abrigo Centre is committed to employment equity. Abrigo hires on the basis of merit and is strongly committed to equity, inclusion and diversity within its community. We especially welcome applications from members of racialized groups, persons with disabilities, all religions, persons of diverse sexual orientations and gender identities and others with the skills and knowledge to productively engage with our diverse community.

Abrigo thanks all who submit their resume, however only candidates selected for an interview will be contacted.