



Canadian Centre for Accreditation

Excellence in community services

Centre canadien de l'agrément

L'excellence en matière de services communautaires

T 416-239-2448 F 416-239-5074

500A-970 Lawrence Avenue West / avenue Lawrence Ouest

Toronto ON M6A 3B6

info@canadiancentreforaccreditation.ca

Job Posting: Executive Assistant

The Canadian Centre for Accreditation (CCA) is a non-profit leader fostering excellence and equity in health and social services across Canada. We uphold and advance quality standards that promote the health and well-being of people and communities. Join us in making a difference!

Role: Executive Assistant

Type: Full-time permanent

Location: Hybrid, with requirement to work at CCA's Toronto office at least once per week

Salary: \$65,646 - \$74,117 per year, based on experience

Benefits: Extended health and dental benefits, HOOPP, paid time off (vacation, sick and personal days), professional development time and funds.

Vacancy: This posting is for an existing vacancy.

Overview: The Executive Assistant (EA) plays a key role in supporting the effectiveness of CCA's governance and operations. Reporting to the Executive Director and working closely with the Board of Directors and staff team, the EA contributes directly to CCA's mission by providing high-quality administrative, financial, communication, and logistical support.

Highlights of Key Responsibilities:

- **Executive and Governance Administrative Support:** provide high-level administrative and logistical support to the Executive Director and Board, ensuring well-organised meetings and follow-up, accurate records, and smooth governance operations.
- **Financial Management:** support financial processes by preparing and tracking payables and receivables, coordinating payroll inputs, maintaining accurate financial records, and assisting with budgeting and audit activities.
- **Operations:** supports the smooth functioning of day-to-day operations through vendor liaison, coordinating facilities and IT needs, and maintaining secure and organised administrative systems.
- **Human Resources:** coordinates HR logistics, including onboarding, time sheets and staff meetings.
- **Communications and Promotions:** responds to general inquiries, coordinates the printing and delivery of promotional materials, and updates CCA's website and LinkedIn in a timely manner.
- **Program Support:** supports accreditation and quality improvement activities by coordinating recognition materials and workshop logistics.
- **General Administration:** upholds confidentiality, contributes to a collaborative organisational culture, supports planning activities, and provides additional administrative support as needed.



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Qualifications:

Essential:

- Minimum 5 years' experience in executive/governance administrative support (preferably non-profit)
- Experience supporting financial processes (e.g., invoicing, reconciliations, budget tracking, or expense processing)
- Excellent oral and written communication skills in English
- Strong proficiency in MS Office, Google Suite, MS Teams and Zoom
- Reside and be legally eligible to work in Ontario

Desirable:

- French proficiency
- Experience with Survey Monkey, Boardable, Wordpress, Canva, LinkedIn

Skills and Competencies:

- Commitment to respecting and promoting diversity, equity and inclusion
- Strong customer service and relationship-building abilities
- Meticulous attention to detail and strong organisational and time-management skills
- Quality improvement mindset, with the ability to reflect, learn, and improve both personal practice and administrative systems
- Strong analytical skills and proactive problem-solving ability
- Ability to work independently with minimal supervision
- Demonstrated ability to learn new software
- Collaborative, team-oriented approach

Don't worry if you don't meet all the above requirements. If this role excites and interests you and you bring comparable experience, we look forward to receiving your application.

Why Work with Us:

- Meaningful work: Contribute to strengthening health and social services across Canada.
- Learning opportunities: Grow your skills through ongoing professional development.
- Inclusive environment: Be part of a team that values diversity and offers flexibility.

The CCA is an equity employer. We welcome and encourage applications from equity-deserving communities including First Nations, Inuit and Métis peoples, persons from racialized groups, persons of all sexual orientations and genders and persons with disabilities. Accommodations are available on request.

How to Apply: To apply, please submit your application to the attention of Sophie Bart, Executive Director, at info@canadiancentreforaccreditation.ca, **no later than Thursday, February 5, 2026**. Late applications will not be considered.

To ensure your application is reviewed, please follow these steps:

1. Email subject line: Use "CCA Executive Assistant – YOUR NAME."
2. Document format: Combine your resume and cover letter into a single PDF or Word document.

We thank all applicants, but only those selected for an interview will be contacted.

CCA does not use artificial intelligence as part of its recruitment process.