

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2026-147

POSITION TITLE: Administrative Lead, Mobile Community Health Services	
DEPARTMENT: Urban Health and Homelessness Services	STATUS: Contract Full-time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATE: ASAP till February 28, 2027 or until the return of the incumbent.
REPORT TO: Executive Assistant, UHHS	SALARY: \$30.94
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Administrative Lead, Mobile Community Health Services provides administrative support for our mobile community health and shelter services. This role requires strong organization and interpersonal skills as it keeps the wheels turning—from supporting day-to-day operations at our 489 College office, welcoming new staff, coordinating supplies, organizing events, and being a reliable point of contact for staff, partners, and community members. With responsibilities that touch nearly every corner of the department, you'll bring consistency, structure, and a human touch to our fast-paced, high-impact work. You'll also provide reception coverage at 260 Augusta and 688 Coxwell as needed and play a hands-on role in problem-solving and maintaining streamlined systems that make our services more effective. In this role, you'll do more than administrative work — you'll be at the heart of a team making a difference in the lives of people who face systemic barriers to housing, health, and stability. Your organizational skills and problem-solving mindset will directly support programs that change lives.

MAJOR DUTIES:

- Be the go-to resource for UHHS program inquiries — handling calls, emails, and referrals with professionalism and care.
- Coordinate the logistics that keep our teams running: PRESTO TTC tickets, program-specific gift cards, supplies, deliveries, office equipment, repairs, and IT support.
- Support meetings and events by organizing refreshments, AV equipment, and room setup/tear-down.
- Take minutes at assigned meetings and ensure accurate records are shared in a timely manner.
- Organize and submit Health Spending Account (HSA) for multiple peer programs monthly, including collecting data and receipts, verifying accuracy, and submitting to Finance.
- Oversee the storage room at UHHS' 489 College St. office in an organized manner, with inventory tracking and ensuring all items clearly labeled by program and category.
- Run last-minute errands as needed to provide program supplies and other necessities for the facilitation of various UHHS mobile community health services
- Guide new program staff through recruitment, onboarding, orientation, payroll, and benefits processes.
- Support supervisors and managers with administrative needs such as maintaining Peer Timecards, data collection, reports, proposals, and funding submissions.
- Build and maintain smart systems for secure information storage, onboarding checklists, certification tracking, key/fob sign-outs, and more.
- Maintain and organize confidential electronic files as per relevant legislation and Agency Policies
- Track and follow up on maintenance, janitorial, and tech work orders to keep our spaces safe and functional.
- Provide backup reception coverage at 260 Augusta and 688 Coxwell and help ensure smooth front-line operations.
- Reconcile expenses, Visa cards and petty cash, keeping financial processes organized and accurate.
- Take on other meaningful projects and duties that support UHHS' mission.

REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma/certificate in a relevant field, and/or two years of professional administrative experience (community or social services setting preferred).
- Experience supporting programs that work with marginalized communities, including people facing homelessness, mental health challenges, or substance use.
- A commitment to harm reduction, social justice, and the values of The Neighbourhood Group.
- Excellent communication skills — comfortable connecting with everyone from front-line staff and community members to senior managers and partner organizations.
- Strong organizational skills with an eye for detail, able to juggle priorities and meet deadlines under pressure.
- Confidence with Microsoft Office (Word, Excel, Outlook), email, databases, and standard office equipment.
- Familiarity with crisis intervention and conflict resolution techniques is an asset.

To apply, submit your resume with "TNG2026-147" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for existing vacancy.