

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# TNG2026-145

POSITION TITLE: Executive Assistant – IL	
DEPARTMENT: Independent Living Services	STATUS: Regular Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	CONTRACT DATES: n/a
REPORT TO: VP, Independent Living and Privacy Officer	SALARY: \$78,872 (\$43.33/hr)
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Neighbourhood Group (TNG) is a multi-service, non-profit organization providing integrated health, social, and community services across Toronto. Independent Living is a core TNG portfolio delivering community-based and Home Care supports that enable seniors and adults to live safely and independently. Programs include Adult Day Programs (ADP), Seniors Active Living Centres (SALC), transportation services, Meals on Wheels, and Case Management, Home Care, Supportive Housing, transitional care and Assisted Living Services.

Position Summary

The Executive Assistant provides senior-level administrative and operational support to the VP, Independent Living and Privacy Officer. The position also coordinates and manages administrative staff within the portfolio to ensure effective, consistent, and timely administrative operations. The Executive Assistant serves as a key coordination point between the VP's office, Directors, managers, administrative staff, internal departments, and external partners.

Key Responsibilities

- Provide confidential executive and administrative support to the VP and Directors.
- Coordinate meetings, calendars, agendas, minutes, action items, correspondence, presentations, and briefing materials.
- Develop and maintain efficient administrative processes, systems, templates, and tracking tools across Independent Living.
- Coordinate and support reporting, data collection, documentation, and information required by senior leadership, funders, and external partners.
- Support quality improvement, compliance, performance reporting, audits, surveys, and organizational initiatives.
- Coordinate administrative aspects of projects, policies, and program initiatives.
- Support purchasing, invoices, office operations, equipment, vendors, and other administrative requirements.
- Identify administrative gaps and recommend improvements to strengthen efficiency, accountability, and service quality.
- Maintain confidentiality of client, employee, financial, and organizational information.
- Willingness/flexibility to alter work schedules and regular duties to accommodate the needs of the department and/or Agency.
- Provide vacation coverage for other EAs with in TNG when needed.
- Other duties as assigned by the VP.

Qualifications

- Post-secondary education in Business Administration, Health Administration, Office Administration, preferably a bachelor's degree or a related field, or equivalent experience.
- Minimum 3 years of progressive administrative or executive support experience, preferably in health care, home care, community services, or the not-for-profit sector.
- Previous experience supervising or coordinating administrative staff, preferably in a unionized environment.
- Experience supporting senior leaders and managing multiple priorities.
- Excellent Microsoft Office skills, including Word, Excel, Outlook, Teams, and PowerPoint.
- Experience with reporting, data tracking, meeting coordination, and process improvement.

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 job posting is for an existing vacancy.

- Demonstrated ability to handle confidential information with discretion. Strong organizational, time-management, prioritization, interpersonal, problem-solving skills, and coordination skills, with the ability to manage multiple competing priorities and deadlines.
- Excellent written and verbal communication skills, with demonstrated ability to prepare clear, concise, accurate, and professional correspondence, reports, presentations, and briefing materials.
- Demonstrated ability to communicate effectively and professionally with a wide range of individuals, including staff, managers, senior leaders, government representatives, community partners, service providers, and other stakeholders.
- Strong attention to detail and demonstrated ability to maintain accurate records and documentation.
- Knowledge of Ontario health, home care, or community services sector is an asset.
- Project coordination experience and PMP certification are an asset.

To apply, submit your resume with “TNG2026-145” in the subject line of your email to: careers@tngcs.org