



**CARSWELL  
CENTRE**  
1871 Danforth Ave  
Toronto, ON M4C 1J3  
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**COXWELL SITE**  
#105-840 Coxwell Ave  
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**TAYLOR MASSEY**  
4 The Market Place  
Toronto, ON M4C 5M1  
Tel: 647-251-8195  
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## **Executive Assistant Permanent, Full-Time**

### **Company Description**

South East Toronto Family Health Team (SETFHT) is an academic primary care clinic affiliated with the University of Toronto. Our organization is comprised of a variety of Interdepartmental Healthcare Professionals (IHPs) that include: physicians, medical residents, nurse practitioners, registered nurses, dietitians, social workers, psychologists, patient care coordinators, physician assistants and chiropractors, all of whom are assisted by an exceptional administrative and clinical support team.

SETFHT is a partner at the Health Access Taylor Massey (HATM) clinic, which is bringing a wave of primary care and interprofessional resources to the Taylor Massey community. SETFHT is also leveraging existing supports and services in the community to improve access to comprehensive primary and social care for its residents.

### **Position Profile**

The Executive Assistant (EA) plays a key role in providing high-level administrative duties, logistical and staffing support, project management, and coordination of social events. As a vital member of SETFHT's Senior Leadership Team (SLT), the successful candidate will primarily support the Executive Director (ED) and, when necessary, other SLT members and Board of Directors.

This role involves routine duties such as scheduling meetings and managing the ED's schedule, preparing monthly newsletters and compiling other documentation, taking meeting minutes, planning and providing support for meetings and work events, and ensuring smooth communication flow. The position requires a high level of professionalism, confidentiality, and organizational expertise.

The EA will be based primarily at the 1871 Danforth Avenue site, with occasional responsibilities at 840 Coxwell Avenue and the HATM clinic location (4 The Market Place), subject to funding and based on organizational needs.

### **Accountability**

The Executive Assistant reports and is accountable to the SETFHT Executive Director (ED).

### **Role & Responsibilities**

EAs are encouraged to take initiative, identify opportunities to improve processes, and contribute to a culture of collaboration and continuous improvement within the organization.

- Coordinate schedules, prepare meeting agendas and materials for internal and external meetings
- Record, format, and distribute meeting minutes for the Senior Leadership Team, All-Staff meetings, and other assigned committees
- Produce presentations, reports, invitations, and general correspondence using Microsoft Office tools

### **HEAD OFFICE**

4<sup>th</sup> Floor - 1871 Danforth Avenue Toronto, ON M4C 1J3 T: 416-423-8800 F: 416-423-8803



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- Draft and edit internal and external communications on behalf of the ED
- Conduct research and compile data for documents, reports, and presentations
- Support ED with logistics and scheduling for meetings, events, and other stakeholder engagements
- Maintain organized and secure digital filing systems
- Manage and prioritize incoming mail and email, directing inquiries appropriately and following up as needed
- Handle day-to-day administrative matters independently and refer complex issues to the appropriate manager
- Manage confidential and sensitive information, including but not limited to, personnel, labour relations, and organizational matters
- Provide general administrative support to leadership and assist with organizational operations
- Act on behalf of the ED during absences, ensuring timely follow-up and communication

### **Skills & Qualifications**

- Proven experience as an executive assistant or in a similar high-level administrative role
- Strong knowledge of executive administrative practices and procedures
- Excellent communication skills, including grammar, spelling, and professional writing
- Advanced proficiency in Microsoft Office suite (Word, Excel, Outlook and PowerPoint) and social media platforms
- Strong judgment and ability to make decisions independently
- Exceptional time management and organization skills with the ability to prioritize and manage multiple tasks while under pressure
- Analytical and proactive problem-solving skills
- Self-motivated and able to work with minimal supervision

### **Other Requirements**

- Excellent conflict resolution and interpersonal skills
- Experience working with low-income, multi-racial, multi-lingual and newcomer communities
- Commitment to anti-oppression, anti-racist, and 2SLGBTQ+ inclusion principles
- Familiarity with the healthcare sector and multidisciplinary team environments
- Available to work occasional evenings and weekends, as required

The above responsibilities are not to be considered all inclusive; the individual may be assigned other related duties in the interest of efficient operations of SETFHT.

### **Hours of Work**

The successful candidate must be available to work weekdays, primarily between 8:30 AM – 4:30 PM with the possibility of evening and weekend shifts

### **Compensation**

- Hourly wage ranging from \$28.72 - \$32.31 per hour, based on experience
- Participation in SETFHT's Health Benefits Plan and the Healthcare of Ontario Pension Plan (HOOPP)



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- Paid vacation and sick leave

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. Please, no direct telephone inquiries or email follow-ups.

Please note that the South East Toronto Family Health Team does not use artificial intelligence (AI) to screen, assess, or select applications for this position. All hiring decisions are made by people.

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check will be conducted for this position.

SETFHT supports a respectful and inclusive work environment for everyone and is committed to Anti-Oppression principles. We encourage qualified applicants of all ages, races, colour, ethnic origins, religions, abilities, gender identities and sexual orientations as well as peoples with disabilities to apply for this position as it reflects the broad diversity of communities we work with.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

SETFHT encourages a scent-free environment. All employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc.) while on the premises.

### **Job Contact Information**

Human Resources

South East Toronto Family Health Team

E-mail: [humanresources@setfht.on.ca](mailto:humanresources@setfht.on.ca)

Subject: EA

