

## **Hub Admin Support Worker**

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **Hub Admin Support Worker** to join our team in a **full-time permanent** role. TNO is a great place to work and we make a difference in the communities we serve.

The Hub Admin Support Worker for Partnerships, Hubs, and Community Development plays a pivotal role in providing confidential administrative support to the leadership team. The primary objective is to facilitate effective communication among internal and external stakeholders, ensuring seamless departmental functioning. The ideal candidate holds a minimum of a Community College or equivalent education in business administration and possesses at least two years of relevant administrative experience. Proficiency in Microsoft 365 tools, strong organizational and problem-solving skills, and knowledge of TNO and its communities are essential. Exceptional communication abilities are a must, as the candidate will serve as the point person for leadership, ensuring smooth day-to-day activities and fostering positive partner and community relations through professionalism and discretion.

The Hub Admin Support Worker involves liaising with executives, elected officials, agency partners, and community members. The role actively participates in departmental activities and supports community empowerment initiatives. Responsibilities include assisting leadership in project planning, managing project documentation, and coordinating with external entities. The duties encompass managing administrative tasks, overseeing office operations, and handling sensitive information. This role will be responsible for managing leadership calendars, coordinating meetings, and handling communications. Other responsibilities involve general administration, event coordination, and office maintenance.

**Vaccination Requirement** – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

**Screening** – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

**Job Type:** Full-time permanent position

**Work Location(s):** 45 Overlea Blvd. Toronto, ON M4H-1C3, 10 Gateway Blvd, North York, ON M3C 3A1, and other TNO locations

**Schedule:** Monday to Friday, 35 hours a week – Some evenings and weekends may be required

**Benefits:**

- Extended Health Care
- Health Spending Account
- Professional Development Support
- Employee Assistance Program (EAP)
- Travel Insurance
- Life Insurance and Long-Term Disability
- Registered Retirement Savings Plan (RRSP)
- Social activities organized by the organization
- Public transportation nearby

**Application Process:** Please submit your to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line “Application for Hub Admin Support Worker” by March 4<sup>th</sup> 2024. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

*TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know.*

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