



Executive & Administrative Assistant

Reports to: Executive Director

Supports: Executive Director & Program Director and/or designate

Compensation: \$55,000-\$65,000, including benefits package with co-operators

Schedule: 40 hours / week, including occasional weekend and working outside of traditional business hours.

Position Summary

The Executive & Administrative Assistant provides high-level administrative and organizational support to the Executive Director and Program Director while helping ensure the smooth day-to-day functioning of the organization's administrative operations.

This role is responsible for executive coordination, board and governance support, office administration, scheduling, communication, and organizational coordination. The successful candidate is highly organized, proactive, professional, and exceptionally strong at managing competing priorities and protecting executive capacity.

As a trusted member of the leadership support team, this role requires discretion, strong judgment, outstanding writing skills, and the ability to anticipate needs in a fast-paced environment.

Key Responsibilities

Executive Support

- Manage complex calendars, scheduling, and meeting coordination for the Executive Director and Program Director
- Anticipate scheduling conflicts and prioritize competing demands effectively
- Coordinate travel, meetings, and organizational events as required
- Prepare meeting materials, briefing notes, and follow-up items
- Draft, edit, and manage executive correspondence and communications

Board & Governance Support

- Coordinate Board and Committee meetings, including scheduling and logistics
- Prepare and distribute agendas, meeting packages, and supporting materials
- Record accurate meeting minutes and track action items
- Maintain governance records and confidential organizational documents

With creative persistence and low-barrier, wraparound support, Wyndham House meets youth needs to ultimately prepare them for their own version of successful living.

MAILING/ADMIN OFFICE

77 WESTMOUNT ROAD, UNIT 300
GUELPH, ON N1H 5J1

CONCURRENT YOUTH HUB

133 WOOLWICH STREET
GUELPH, ON

SUPPORTIVE HOUSING PROGRAMS

SUFFOLK STREET WEST BELLEVUE STREET
GUELPH, ON GUELPH, ON

YOUTH EMERGENCY SHELTER

18 NORWICH STREET EAST
(519) 837-3892 GUELPH, ON



(519) 822-4400



admin@wyndhamhouse.org



wyndhamhouse.org



@WyndhamHouseGue



@wyndhamhouseguelph



wyndhamhousegue



company/wyndham-house-inc

CRA # 11930 5217 RR0001



- Support governance processes and administrative compliance requirements

Office & Administrative Coordination

- Support general office administration and organizational coordination
- Maintain administrative systems, templates, and filing systems
- Assist with internal communications and document management
- Coordinate office supplies and administrative logistics as needed
- Support organizational projects and administrative initiatives

Writing & Communication

- Draft and edit reports, presentations, letters, policies, and internal communications
- Ensure professional, consistent, and high-quality written materials
- Support formatting and preparation of organizational documents

Qualifications

Education & Experience

- Diploma or degree in administration, business, communications, or related field preferred
- Minimum 3–5 years' experience in executive support, senior administration, or office coordination
- Experience supporting senior leaders and/or Boards is considered an asset

Skills & Competencies

- Exceptional organizational and time management skills
- Strong written communication and editing abilities
- Excellent judgment, discretion, and professionalism
- Highly proactive with strong attention to detail
- Ability to manage multiple priorities independently
- Strong proficiency with Microsoft Office and/or Google Workspace
- Ability to maintain confidentiality and handle sensitive information

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Required:

- Current standard First Aid and CPR Certification
- Criminal Record Check with Vulnerable Sector Search
- Covid-19 x2 vaccine
- Access to a vehicle

Wyndham House is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require accommodation to participate in the hiring process, please contact renee.carpino@wyndhamhouse.org to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

Interested applicants are to send your resume and cover letter to Renee.Carpino@wyndhamhouse.org by Monday May 25th at 8am.

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