



Stella's Circle

Creating Community Together

Administrative Assistant Community Support Program

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year, championing growth and transformation through housing, mental health, and employment.

The Position

We are looking for an Administrative Assistant who will work from our Community Support Program at 114 Cabot Street. Under the direction of the Program Manager, the Administrative Assistant will provide administrative and clerical services in an effective and efficient manner, supporting the operations of a busy clinical program working with participants who have complex mental health needs. The Administrative Assistant can look forward to working and developing their skills in a caring, challenging and diverse workplace.

What You'll Do

- Prepare biweekly schedule of support hours provided to program participants utilizing Excel and software.
- Prepare biweekly payroll for staff and maintain related leave summaries.
- Manage the Program's On-Call phone during business hours, assisting in the support and coordination of staff.
- Act as the lead CSP employee representative on the OHS Committee.
- Handle incoming communications (telephone, mail and in person).
- Receive calls from Program participants and connect them appropriately.
- Reconcile petty cash and Visa spending.
- Receive program participants and other visitors to the site.
- Attend, participate in and record minutes of bi-weekly staff meetings.
- Coordinate programming space and ensure materials to support activities are available to staff and participants.

- Maintain accurate and accessible filing structure for all related financial and other documents pertaining to programming.
- Ensure the efficient transmission of applications, reports, forms etc. required by government departments to aid clients.
- Use computer word processing, spreadsheets and data base software to prepare reports, memos and documents.
- Maintain inventory of office equipment and supplies.
- Observe confidentiality and conflict of interest guidelines of the organization.
- Coordinate logistics for special events, conferences, training, etc.

What You'll Bring

- Minimum of a 2-year diploma program in Office Administration or have equivalent combination of training and experience.
- Extensive knowledge of the Microsoft Office Suite, including Excel and Word, is required.
- Excellent interpersonal and communication skills are required.
- Criminal Record Check/Vulnerable Sector Check is required.
- Enhanced Reliability Status from Public Services and Procurement Canada.

The Details

This is a permanent full-time position. The hourly rate for this position is \$22.03 - \$24.16. Normal hours of work are Monday – Friday, 8:30am – 4:30pm, totalling 75 hours bi-weekly. We offer 15 statutory holidays per year, along with summer hours which includes an additional half hour off each day as operational needs permit. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, sick leave, personal leave, birthday leave and starting vacation of three weeks per year.

How to Apply

Please send your cover letter and resume by November 28th, 2025 to:

Michelle Moores

Human Resources Specialist

Stella's Circle

Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

