



Stella's Circle

Creating Community Together

Administrative Assistant Employment Services

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

The Administrative Assistant – Receptionist plays a key role in ensuring the smooth and professional operation of Employment Services by providing a wide range of administrative, reception, and office support functions. This position is the first point of contact for visitors, participants, and callers, and is responsible for creating a welcoming and responsive environment. In addition to managing front-desk duties, the Administrative Assistant supports the team with a variety of tasks contributing to the overall effectiveness and accessibility of Employment Services.

What You'll Do

- Welcome visitors and respond to phone and email inquiries in a professional, respectful manner.
- Manage incoming and outgoing mail and general office communications.
- Coordinate schedules, appointments, and meeting logistics.
- Record and distribute meeting minutes as required.
- Provide administrative support to program staff to support service delivery.
- Coordinate participant intake processes, including referrals and information sessions.
- Maintain accurate records and track required documentation.
- Support basic financial processes, including petty cash and credit card reconciliations.
- Provide back-up support for payroll processing as needed.
- Coordinate facility bookings, including communication and invoicing.

What You'll Bring

- Post-secondary education in administration or a related field (or equivalent combination of education and experience).
- Minimum 2 years' experience in an administrative or front-line support role.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office and ability to learn new systems quickly.
- Ability to manage multiple priorities in a fast-paced environment.
- Experience working with diverse populations using a respectful, trauma-informed approach.
- Strong judgment, problem-solving skills, and attention to detail.
- Valid Criminal Record Check with Vulnerable Sector Check (required).
- Ability to obtain Reliability Status clearance.
- Valid driver's license and access to a vehicle considered an asset.

The Details

This is a 12-month maternity leave replacement position. The hourly rate for this position is \$21.25 - \$23.04. Normal hours of work are Monday – Friday, 8:30am – 4:30pm, totalling 75 hours bi-weekly. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick leave, personal leave, birthday leave and three weeks vacation as well as 15 statutory holidays and summer hours.

How to Apply

Please send your cover letter and resume by May 11th, 2026 to:

Human Resources
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.