

Job Title: Administrative Assistant
Position Type: Full time (37.5 hours/ week), 1 year contract with possible move to permanent
Location: Office is based in Toronto (hybrid or virtual schedule)
Salary: \$40,000-\$45,000 annually (plus \$1,500 in lieu of extended benefits)
Reports To: Executive Director, Ontario AIDS Network (OAN)

Position Overview

We're looking for a highly organized, tech-savvy Administrative Assistant to support the OAN team with administrative coordination and communications. This person will help us keep operations running smoothly, improve digital processes, and strengthen our outreach to member organizations across the province.

Key Responsibilities

- Provide general administrative support to the Executive Director and senior leadership team
- Assist with scheduling and coordinating internal and external meetings
- Provide support for board governance and operations, including preparing meeting materials, taking minutes, and maintaining records
- Help prepare and distribute OAN's monthly newsletter and other member communications
- Support outreach to member agencies and maintain up-to-date contact lists and email platforms
- Assist with digital document management and the transition of internal processes to digital tools
- Support in rolling out various communication materials to promote the organization's mission and engage with stakeholders
- Draft, format, and proofread reports, presentations, and external communications
- Help coordinate logistics for OAN-hosted events, forums, and meetings
- Track timelines and follow up on tasks to keep the team on schedule
- Ad hoc administrative duties as required

Qualifications

- 1 year of experience in an administrative or communications support role
- Strong written and verbal communication skills
- Comfortable using or learning platforms like Mailchimp, Google Workspace, Zoom, and project management tools
- Highly organized and detail-oriented, with the ability to manage multiple priorities
- Experience supporting governance processes and working with senior leadership is an asset
- Familiarity with Ontario's HIV sector or non-profit environments is a plus
- Committed to principles of equity, inclusion, and the meaningful engagement of people living with HIV

Application Deadline: June 16, 2025

How to Apply: Please submit your resume and cover letter to Nas Smith at nsmith@ontarioaidsnetwork.ca.

OAN is committed to upholding values of equity. We enthusiastically encourage applications from members of groups with historical and/or current barriers to equity.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community. OAN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.