



Grand Challenges Canada®  
Grands Défis Canada



**UHN**

Toronto General  
Toronto Western  
Princess Margaret  
Toronto Rehab  
Michener Institute

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Position: Executive Assistant to the CEO & Admin Lead  
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home  
Organization: Grand Challenges Canada  
Reports to: Chief Executive Officer (CEO)  
Status: Permanent, Full-Time  
Salary: \$98,866/year + benefits

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[Grand Challenges Canada](https://www.grandchallenges.ca) backs Bold Ideas with Big Impact®. We are a global innovation platform and one of the world's leading impact-first investors, working toward a future where innovation helps everyone thrive. With support from the Government of Canada and other partners, we use a Grand Challenges approach to identify, invest in, and help scale bold, locally led solutions that advance health, equity, and resilience in low- and middle-income countries and Canada.

We back bold ideas from seed to scale—combining capital, advisory support, and strategic partnerships to help them grow and succeed. We look for innovations that combine science, social insight, and business strategy—what we call Integrated Innovation®—to drive real-world change.

We work with innovators to test, refine, and de-risk solutions, positioning them for long-term adoption through public systems, private-sector pathways, or blended models. Our goal: to save and improve lives at scale by turning bold ideas into sustainable solutions. Learn more at [www.grandchallenges.ca](https://www.grandchallenges.ca).

## POSITION OVERVIEW AND KEY RESPONSIBILITIES

The Executive Assistant to the CEO and Admin Lead provides exceptional-level administrative and operational support to the Chief Executive Officer, acting as a crucial link between the CEO and the rest of the organization and external stakeholders. In addition, this role oversees and manages a team of administrative coordinators across the organization - ensuring best practice tools, resources and processes are consistently leveraged for both optimal efficiency and effectiveness.

### Strategic Executive Administrative Support to CEO (and C-Suite)

- Proactively manage the CEO's calendar, including scheduling high-profile appointments and meetings (both internal and external), handling any necessary preparation, follow-ups and logistics. Exercise strategic judgment in planning to support optimal time management and balance.
- Utilize a high degree of judgement to operate as a crucial interface between the CEO and the rest of the organization and external stakeholders when warranted
- Plan and book all travel arrangements (domestic and international) for the CEO, as well as strategically important travel for the rest of the C-Suite [the Chief Strategy & Partnerships Officer (CSPO) and the Chief Investment and Operations Officer (CIOO)] to ensure details are coordinated and travel, seamless. This includes booking and documenting flights, hotels, ground transportation, full and detailed itineraries, securing VISAs/travel requirements and confirming travel safety registration with ISOS.
- Assist with special projects and initiatives as directed by the CEO, as needed.
- Coach administrative support function of the C-Suite on best practices for optimal support.

### **Tactical Executive Administrative Support to CEO**

- Oversee and plan meetings on behalf of the CEO. This includes logistics (location/room, meals), content (agenda, presentations, speaking notes) and ensuring any briefing notes or issues are flagged and managed, in advance. When in-office, this requires overseeing directly, in-person.
- Monitor and coordinate matters related to the CEO's affiliations, memberships and commitments with various national and international societies, institutions, subscriptions, and more, ensuring any supports, requirements or submissions are accurate and submitted in a timely manner.
- Facilitate and lead the timely accurate processing and filing of GCC operational documents and requests including expense claims, credit card reconciliation, legal contract approvals and more.
- Provide administrative support to the General Counsel & Secretary the Board, in matters relating to GCC governance, when required (including backfilling on Board logistics and events, when required).
- Support the maintenance and upkeep of a standardized and hygienic file server and related sites to ensure documents can be found and consulted with ease.
- Regardless of context or form, manage all documentation and interactions with the highest degree of discretion and confidentiality.

### **Mentor a high-performing team and support a thriving culture**

- Provide leadership and centralized mentorship to the team of up to 6 dispersed administrative assistants and coordinators, fostering a culture of kindness, collaboration, accountability, and continuous learning.
- Bring innovative solutions to the group and share best practice tools, processes and platforms with the team so they can continue to optimize how they work and support others.
- Be a responsive and reliable source for decision making and problem-solving support, while demonstrating a bias for service and urgency.
- Model work behaviours that support personal and team wellness and are aligned with GCC's values and passion for boldness.
- Lead the recruitment and onboarding of new staff, using an empathetic and supportive approach.
- Ensure that all direct reports have clear performance objectives with protected time dedicated to touch base on deliverables, challenges, along with potential supports and strategies.
- Demonstrate the positive participation that you seek by playing an active and visible role in GCC team building events and townhalls.

### **Qualifications**

- A minimum of 8+ years of relevant work experience.
- At least 3 years of team leadership and people management experience.
- A bachelor's degree in a related or relevant discipline.
- Advanced proficiency in Microsoft Office Suite (Outlook, Excel, Power Point, SharePoint) and high digital acumen. Experience with Monday.com a plus.
- Excellent interpersonal, communication skills and diplomacy, with the ability to command attention.
- Unparalleled attention to detail and organizational skills.

- Excellent at working under pressure with sound judgement and decision-making abilities.
- Super resourceful, can excel despite constraints.
- Experience handling highly confidential and sensitive information with discretion.
- High degree of professionalism. Strong business and strategic acumen with the ability to build trusting relationships quickly.
- Passion and positivity for what we do and the impact we seek in the world.

*People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.*

*Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.*

#### **Location and Work Requirements:**

- We are currently working in a hybrid model with time in office and working from home. This role is frequently required in office. Given that, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as needed. Any expenses related to travel and/or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Domestic and international travel may be required.
- Applicants must be eligible to work in Canada.

#### **Benefits**

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation per calendar year (prorated)
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.
- International SOS (ISOS) travel safety and supports around the world.
- Bring-your-own-device (BYOD) cell phone allowance
- Professional development allowance
- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world.

#### **Term**

- Start date: TBD
- Status: Permanent, Full-Time



### **Application process**

- Please submit your resume and cover letter [HERE](#).

**POSTED DATE:** July 28, 2025      **CLOSING DATE:** August 22, 2025