



Grand Challenges Canada®  
Grands Défis Canada



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Position: Administrative Associate  
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home  
Organization: Grand Challenges Canada  
Reports to: Senior Director, Policy  
Status: Permanent, Full-Time  
Salary: \$72,675/year + benefits

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[Grand Challenges Canada](#) 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](http://www.grandchallenges.ca).

## POSITION OVERVIEW AND KEY RESPONSIBILITIES

The Administrative Associate is a newly developed role that provides high-level administrative, operational, programmatic and policy-related support to 4-5 Senior Directors in various capacities. They handle complex tasks such as managing budgets and expenses, coordinating schedules, planning logistics, preparing meetings, preparing invoices, developing and critically assessing content (reports, presentations, speaking notes) while enabling overall efficiencies for leadership. The ideal candidate is naturally resourceful and a proactive problem-solver with strong strategic written and verbal communication skills.

### Administrative and Cross-Functional Support

- Proactively manage calendars for your Senior Directors, scheduling priority appointments and meetings (both internal and external), handling any necessary preparation, follow-ups and logistics. Exercise judgment in planning to support optimal time management and balance.



- Plan and book travel for Senior Directors, as required, 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.
- Lead planning for team meetings and internal events across the functions you support on behalf of the Senior Directors. This includes logistics (location/room, meals), vendor management/contracts, content development (agenda, presentations, speaking notes) and ensuring any agenda conflicts or issues are flagged and managed, in advance.
- Schedule and manage logistics for priority functional meetings with external stakeholders and partners, including taking notes and sharing follow-ups, as required.
- Lead contract negotiations with service providers and consultants and prepare invoices, as needed.
- Liaise with GCC HR on recruitment (scheduling interviews, finalizing interview matrices, sharing assignments, and confirming follow-ups), when required.
- Support new staff onboarding for team-specific needs (HR will oversee the rest): setting up orientation meetings, sharing relevant resources, tools and requirements, training on admin processes and ensuring new staff are included on distribution lists, meeting invites and anything else that will help inform and support them.
- Maintain any core and frequently used tools and standardized team templates, ensuring they are up-to-date and shared/used broadly by the team, for consistency and ease.
- Facilitate the timely, accurate processing and filing of GCC operational documents including invoices, legal contract approvals, NDAs and other agreements.
- Ensure timely and accurate processing of expenses for the Senior Directors within Concur.
- Maintenance and optimal upkeep of SharePoint team sites to ensure documents are properly tagged and can be found and consulted with ease, without duplication.
- Act as a Centre of excellence for Monday.com, establishing critical workflows and maintaining clean boards/file structure.
- Provide leave cover for the Executive Assistant to the C-Suite when they are out-of-office, including scheduling, expense management, travel bookings and communication with stakeholders.
- Regardless of context or form, manage all documentation, communication and interactions with the highest degree of discretion and confidentiality.

#### **Programmatic/Policy Support for Senior Directors**

- Manage and communicate the Investment Committee workback schedule to the Impact Investments and relevant cross-functional teams, schedule TTS1 meetings, and distribute TTS1 meeting packages.
- Support the legal team with the programmatic aspects of IC governance (e.g. developing supplementary deal slides, developing the quarterly IC TTS board memo).



- Draft and refine strategic written and verbal communications, as directed. This may include presentations, speaking notes, reports, charters, memos etc.
- Manage and coordinate cross-functional inputs, when required, critically and proactively assessing for accuracy and applicability for the project at hand.
- Ensure presentations and related documents are produced to the highest standard.
- Engage with external stakeholders, with a consistent tact, diplomacy and professionalism.
- Support or lead special projects and initiatives, as needed.

### **Support a thriving and high-performance culture**

- Contribute to, support and/or lead process improvement projects within a team or cross-functionally.
- Be a responsive and reliable source for problem-solving support, while demonstrating a bias for service and urgency.
- Model work behaviours that support personal wellness and are aligned with GCC's values and passion for boldness.
- 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 2-4 years of relevant work experience.
- A bachelor's degree in a related or relevant discipline (i.e., Business Administration, Policy).
- Advanced proficiency in Microsoft Office Suite (Outlook, Excel, PowerPoint, SharePoint) and high digital acumen. Experience with Monday.com, as both a CRM and project management system, is ideal.
- Excellent interpersonal, communication skills, and diplomacy; can present with confidence.
- Unparalleled attention to detail and organizational skills, with an innate ability to prioritize.
- Excellent at working under pressure with sound judgement and decision-making abilities.
- Super resourceful, can excel despite constraints. Ability to set priorities and balance competing demands.
- Experience handling highly confidential and sensitive information with discretion.
- High degree of professionalism. Strong business and strategic acumen.
- 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 colour, people from LGBTQ2S+ and disability 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,*



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*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 ~2 days in office per week. 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
- Growth and wellness fund.
- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world.

### **Term**

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

### **Application process**

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

### **AI Use in Application Processing**

Please be advised that Grand Challenges Canada may use artificial intelligence tools to assist in the processing and evaluation of applications submitted for this position. These tools may be used to support activities such as résumé screening, candidate assessment, or scheduling, and are used as an aid to, and not a replacement for, human decision-making. All hiring decisions are made by qualified personnel who review AI-assisted outputs before any determination is



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made regarding a candidate's application. Grand Challenges Canada is committed to ensuring that its use of AI in recruitment is fair, transparent, and free from unlawful discrimination, in accordance with applicable federal and provincial human rights and privacy legislation. If you have questions about how AI is used in our hiring process, or if you require an accommodation at any stage of the recruitment process, please contact GCC's HR Team at [hr@grandchallenges.ca](mailto:hr@grandchallenges.ca).