



Grand Challenges Canada®
Grands Défis Canada



UHN Canada's
Hospital

Position: Executive Assistant to Executive Leadership Team
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Organization: Grand Challenges Canada
Reports to: Senior Director, People & Culture
Status: Permanent, Full-Time
Salary: \$76,308/year + benefits

[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.

POSITION OVERVIEW AND KEY RESPONSIBILITIES

The Executive Assistant to the Executive Leadership Team provides high-level strategic and operational support, acting as a trusted partner to GCC's top executives: Chief Executive Officer (CEO), the Chief Investment and Operations Officer (CIOO), and Chief Strategy & Partnerships Officer (CSPO). This role is critical to the smooth operations of the executive offices by managing complex calendars, communications, and confidential information. They act as a critical gatekeeper and advisor: proactively solving problems, coordinating seamless international travel, managing external stakeholders with finesse, and preparing polished board-level and related materials to maximize executive productivity and focus.

Key responsibilities include:

- Proactively manage the executives' calendars, including scheduling high-profile appointments and meetings (both internal and external). Exercise strategic judgment in planning to support optimal time management/balance and leverage technological solutions where possible.



- Organize, plan and host meetings. This includes overseeing logistics (location/room, meals), content (agenda, presentations, speaking notes), stakeholder management (invites, follow-ups) and ensuring any briefing notes or issues are proactively managed. When in-office, this requires overseeing directly, in-person.
- Book all travel arrangements (domestic and international) for the CEO, CSPO and 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.
- Monitor and coordinate matters related to the executives' 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.
- Oversee and strategically manage the high-volume EA inbox ensuring correspondence is swift and the calendar optimized for efficiency, with any changes or conflicts proactively managed and communicated.
- Turn verbally delivered objectives and strategies from executives into draft written communications (in various formats), in a timely manner.
- Help critically assess, advise and problem solve as situations arise, as required.
- Ensure all documents and materials originating from executive offices are produced and presented to the highest standard.
- Facilitate the timely, accurate processing and filing of GCC operational documents including invoices, legal contract approvals, NDAs and other agreements.
- Ensure the frequent and accurate processing of expenses and credit card reconciliation for all three executives within Concur.
- Regardless of context or form, manage all documentation, communication and interactions with the highest degree of discretion and confidentiality.
- Understand strategic priorities and initiatives and actively work to support their implementation.
- Closely collaborate and coordinate with other supporting roles in the Executive function for the smooth and effective running of the office.
- Engage with all stakeholders (both internal and external), with consistent tact, diplomacy, professionalism and excellence. Always demonstrate a high degree of judgement.
- Execute special projects and handle confidential, sensitive information with extreme discretion.

Qualifications

- A minimum of 10 years of relevant work experience with at least 3 years supporting C-level executives.
- A bachelor's degree in a related or relevant discipline.



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- Mastery of Microsoft Office Suite (Outlook, Excel, Power Point, SharePoint), advanced digital acumen and the resourcefulness to leverage digital solutions for efficiency. Experience with Monday.com, Concur expense management, and Calendly (or equivalent) a plus.
- Excellent interpersonal, communication skills and diplomacy, with a proven bias for service and a sense of urgency.
- Extreme attention to detail, highly organized, and ability to respond to multiple demands, from multiple sources, at once.
- Demonstrated emotional intelligence, with the ability to anticipate and address needs before they arise.
- Excellent at working under pressure with sound judgement, decision-making and the ability to advise with confidence.
- Experience handling highly confidential and sensitive information with discretion.
- Highest 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 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, 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 the 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.



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- 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 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.