



# BRANKSOME HALL

## **Administrative Assistant, Diversity Equity and Inclusion (DEI) & Well-Being**

**Employment Terms:** Full-Time, Permanent

**Start Date:** ASAP

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires students to love learning and shape a better world. Through the unique combination of well-being, outstanding academics and international mindedness, Branksome Hall students and employees become impactful leaders who give back to their communities. With our values of Sense of Community, Inclusiveness, Creativity and Making a Difference as a foundation, Branksome Hall offers a strong liberal arts curriculum that develops critical thinking and inquiry skills.

### **The Opportunity:**

A key member of the Diversity Equity and Inclusion (DEI) and Well-Being teams, the Administrative Assistant, DEI and Well-Being will provide administrative support to the Head, DEI and Research, the Director, Well-Being and School Counselling, as well as the Associate Director, Chandaria Research Centre (CRC). This will include the management of calendars, preparing presentations, processing expenses, responding to inquiries, and liaising with internal and external stakeholders.

Reporting to the Head, DEI and Research and Director, Well-Being and School Counselling with dotted line reporting to the Associate Director, CRC, the incumbent also supports the activities within their respective departments and the CRC, including providing administrative support to department members as needed, scheduling and coordination of workshops and meetings, as well as preparation of materials and presentations. The Administrative Assistant will also liaise with the Chandaria Research Advisory Board, providing support with the planning and execution of meetings of the Board.

With the ability to manage multiple activities, the successful candidate will enjoy working in a fast-paced environment, as part of a team as well as independently; while also demonstrating a commitment to our school values (Sense of Community, Inclusiveness, Creativity and Making a Difference), and to diversity, equity, and inclusion.

## **Candidate Profile:**

The ideal candidate takes a “can do” approach and is solution oriented with excellent interpersonal skills, to engage effectively with a range of stakeholders. In addition, the successful candidate holds a post-secondary degree and/or a diploma in a related field with 3-5 years of administrative experience. An equivalent combination of education and experience will be considered.

The Administrative Assistant is highly organized, takes initiative and can easily anticipate the needs of the leaders and their department members. Understanding the sensitive nature of the work involved in these areas, the incumbent maintains confidentiality, exercises sound judgment and demonstrates discretion. With superior oral and written communication skills as well as planning, and time management skills, you are adaptable and have the ability to prioritize tasks independently. Previous administrative experience working in a school environment in the areas of DEI and well-being would be considered an asset. The successful candidate will be proficient in Microsoft Office Suite (Word, Excel, and Powerpoint) and Google Workspace (Mail, Calendar, Docs, and Drive). An interest in continued professional growth in the areas of DEI, well-being, and research will round out your profile.

## **How to Apply:**

If you are interested in this position, please [submit](#) your cover letter and resume here.

**Applications will be reviewed on an ongoing basis.** This posting will remain active until the position has been filled.

Applications will also be accepted by mail and can be sent to the address below:

Branksome Hall Human Resources

10 Elm Avenue

Toronto, Ontario

M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position. Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

As an educational institution, with the health and safety of our community as a priority, we require all employees to be fully vaccinated prior to their start date

We thank all applicants in advance; however only those selected for an interview will be contacted. To learn more about working at Branksome Hall, please visit [www.thinkerswanted.ca](http://www.thinkerswanted.ca) or visit our website at [www.branksome.on.ca](http://www.branksome.on.ca).