



CANADIAN
UNITARIAN
COUNCIL

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DU CANADA

CANADIAN UNITARIAN COUNCIL JOB POSTING

Executive Assistant to the Executive Director

May 2026

The Canadian Unitarian Council (CUC) is the national organization of Unitarian and Unitarian Universalist congregations and affiliated communities across Canada. Grounded in values of love, justice, and interconnection, the CUC supports inclusive communities and is currently in a period of growth and change. We are looking for a dynamic Executive Assistant to support the Executive Director, Board and staff on this journey. Further information is available at cuc.ca.

Role Overview:

Reporting to the Executive Director, the Executive Assistant provides direct, day-to-day support to help keep the organization organized, connected, and moving forward.

This role combines executive support, coordination, event planning, and communications. The Executive Assistant plays a key role in ensuring priorities are managed, meetings and projects are well-coordinated, and community engagement is supported through events and digital outreach.

Role & Responsibilities:

Executive Director (ED) Support

- Manage the Executive Director's calendar, including scheduling meetings, coordinating availability, and resolving calendar conflicts
- Triage and manage the ED's inbox, including drafting responses for review by ED and prioritizing urgent communications
- Represent the ED and organization in a professional and congenial manner in person, in telephone conversations, and in written correspondence
- Prepare agendas, briefing notes, and background materials for ED meetings
- Attend ED-related meetings, take detailed notes, and track action items to completion
- Follow up with internal and external stakeholders to ensure tasks and commitments are completed
- Support preparation for presentations, speaking engagements, and external meetings
- Maintain contact lists and relationship tracking



Coordination & Administration

- Maintain organized digital filing systems, records, and internal documentation
- Track projects, timelines, and deliverables across multiple initiatives
- Support internal coordination across staff, volunteers, and committees
- Assist with expense tracking, reimbursements, and basic financial administration
- Support onboarding and coordination of volunteers and staff as needed
- Manage general administrative tasks to support smooth day-to-day operations

Board & Meeting Support

- Coordinate scheduling and logistics for Board and committee meetings
- Prepare and distribute agendas, meeting materials, and supporting documents
- Record accurate meeting minutes and maintain records
- Track follow-up actions and support ongoing communication with Board members
- Ensure materials and documentation are organized and accessible

Events & Programming

- Plan and coordinate events and gatherings
- Contribute ideas for new programming to increase attendance and community engagement
- Develop event timelines and ensure key milestones are met
- Coordinate logistics including space, materials, communications, and volunteers
- Liaise with speakers, facilitators, and external partners as needed
- Support on-site event execution, including setup, coordination, and troubleshooting
- Lead post-event follow-up, including feedback collection and improvements

Communications & Social Media

Support communications staff to:

- Draft, edit, and proofread emails, newsletters, and announcements
- Create and schedule social media content to promote events, services, and initiatives
- Design or coordinate simple graphics and visual content (e.g., Canva or similar tools)
- Maintain a consistent and engaging online presence across platforms
- Track engagement and implement improvements for outreach and communications
- Support general outreach and relationship-building with community members

Qualifications & Experience

- 3+ years of experience in an executive assistant, administrative, coordination, or similar role
- Experience supporting senior leadership (Executive Director, Director, or similar)
- Experience planning and coordinating events or community programming
- Experience creating and managing social media content for an organization or brand



- Experience working in a nonprofit, community-based, or mission-driven environment is an asset

Skills & Attributes

- Strong organizational and time management skills, with the ability to manage multiple priorities
- Excellent written and verbal communication skills
- High attention to detail and ability to follow through on tasks
- Ability to handle confidential information with professionalism and discretion
- Proactive and able to anticipate needs and solve problems independently
- Comfortable working both independently and collaboratively
- Adaptable and able to manage changing priorities in a dynamic environment

Technical Skills

- Proficiency in Google Workspace and/or Microsoft Office
- Experience with calendar and email management tools
- Familiarity with social media platforms (e.g., Instagram, Facebook, LinkedIn)
- Experience with basic design tools (e.g., Canva) is an asset
- Experience with project management or collaboration tools is an asset

Other

- Must be eligible to work in Canada
- Ability to speak French and/or a second/third language would be an asset

Working Conditions

- Hours: This is a full-time position with a general expectation of 35 hours/week.
- Hybrid work environment (remote with occasional in-office work at CUC offices in Toronto, unless candidate is located elsewhere in Canada)
- Regular evening and weekend work required for events and meetings, estimated to average 6 hrs/week
- Some travel may be required

This is a permanent position with a 1-year probationary period.

Compensation & Benefits

- Salary: \$62,000 annually
- 3 weeks vacation, advancing to 4 weeks after 3 years of employment
- Up to 2 sick days per month
- RRSP pension matching with employer contribution up to 5% of salary
- Generous health benefits plan



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Growing Vital Unitarian Communities
192 – 302 Spadina Ave, Toronto On M5T 2C2
cuc.ca – info@cuc.ca – 1.888.568.5723

To Apply:

Send a resume and cover letter to jobs@cuc.ca by May 23, 2026.

We will be interviewing qualified candidates beginning in late May 2026.

Flexible start date, with a target of June 16, 2026.