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Toronto, ON M4V 1K6

## **JOB POSTING: Board Secretary & Executive Assistant (EA)**

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**Are you ready to immerse yourself in the meaningful realm of governance, and at the same time, make a tangible difference in your community?** Capitalize for Kids is on the lookout for an ambitious individual to join our dedicated team, focusing on the orchestration of good governance.

**We're in search of a Board Secretary & Executive Assistant** – a role perfect for a proactive professional with a passion for ensuring governance practices of the highest calibre. This position offers a unique chance to interact with some of the most esteemed entities across multiple sectors, including events, financial, and philanthropic spaces. This role is more than just a job; it's an opportunity to forge relationships that will fuel your professional development and advancement. This role also offers an opportunity to work with the President & CEO in light executive support work.

**But there's more.** By joining our team, you're not just advancing your career; you're contributing to a cause. Your work will directly support initiatives aimed at improving mental health services for children across the nation.

If you're passionate about purpose-driven work and eager to be part of a dynamic team that not only achieves ambitious goals but also values fun, health, and wellness, this is the perfect opportunity for you!

### **THE OPPORTUNITY**

Reporting to the Director, Operations & Governance, the Board Secretary & EA works with the Director in three ways:

- 1) Leading board governance activities, liaising directly with board of directors to support board meetings preparation, documentation, and policy development
- 2) Oversight of the full Board cycle and annual calendar
- 3) Managing the organization and maintenance of the online Board portal, Boardable, to ensure all meeting information, supporting documents, and records remain current and accurately filed.

Reporting to the President & CEO, the Board Secretary & EA works with the CEO in two ways:

- 1) Provides light administrative support across various workflows
- 2) Calendar management and meeting coordination

### **ABOUT CAPITALIZE FOR KIDS**

Capitalize for Kids began in 2014 as a charitable investors conference that raised \$1 million for the Centre for Brain and Mental Health at SickKids. Eleven years later we are a growing community of professionals driving transformational positive change in the child and youth mental sector, having raised over \$21 million for youth mental health. We still have our roots firmly planted in the financial services industry, delivering the C4K Investors Conference and the Bay Street Games to raise these critical funds in support of our pro bono consulting-based impact work in the youth mental health sector.

In the past 11 years, Capitalize for Kids has helped over 240,000 kids and their families each year obtain critical mental health services and removes barriers to access. More than ever, kids are reaching out for support. Demand is increasing and mental health service providers are struggling to keep up. Kids and their families are trapped on waitlists – unable to get the help they desperately need. According to the Mental Health Commission of Canada, an estimated 1.2 million Canadian children and youth struggle with serious mental

health issues. **Kids and their families deserve so much better - that is why we focus on building capacity in kids' mental health services.**

## Revenue Generation

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The Capitalize for Kids Investors Conference is C4K's flagship event and primary source of fundraising. The Investors Conference is Canada's premier best ideas and capital introduction conference. This 2-day event both delivers timely thought leadership through keynote addresses, best ideas pitches and thematic panels and serves to connecting global investment managers with North American institutional investors via a formal cap intro program.

Bay Street Games is the ultimate fitness competition between Bay Street firms. Co-ed teams of six will face off in a series of fitness challenges and at the end of the day, the winning team will be crowned as Bay Street's Fittest Firm. The goal of the games is to fundraise in support of the Capitalize for Kids Foundation and our efforts to build capacity at kids' mental health service providers across Canada, while encouraging teamwork and collaboration through a high-energy, fun competition.

## Impact Mission Work

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Capitalize for Kids employs a dedicated impact team of management consultants who work exclusively in the community child and youth mental health sector to address its biggest challenges. The mandate of the impact work is to increase the capacity and quality of services in the sector to ensure young people and their families have access to necessary supports in their communities. The majority of the impact work is done pro bono, supported by funds raised by the C4K Investors Conference, Bay Street Games, and donations.

The Capitalize for Kids impact team works with service providers to identify gaps and challenges in their operations and to develop scalable solutions that can be deployed across the sector. Many of these engagements are done in partnership with top for-profit consulting companies who provide their support on a pro bono basis.

In addition to the impact consulting work, the Capitalize for Kids impact team also deploys funds in the sector to help implement solutions and progress key innovations. These funds are not provided as a blank cheque, but targeted at specific challenges and opportunities for the community child and youth mental health sector to help more young people and their families get the support they need.

## KEY DUTIES AND RESPONSIBILITIES

### 1. Board Secretary (80% of responsibilities)

- Coordinate all meetings of the Board and Committees, including scheduling, logistics, agenda preparation, and document distribution.
- Record and prepare accurate meeting minutes in accordance with organizational and legal standards.
- Maintain Board records, including bylaws, policies, meeting minutes, terms of office, and governance documentation.
- Support Board member onboarding, orientation, and ongoing
- Ensure adherence to organizational policies and best practices in Board operations.
- Manages the overall maintenance of the online Board portal, Boardable, ensuring records are accurate and up to date.

## 2. Executive Assistant (20% of responsibilities)

- Provide direct administrative support to the President and CEO, including calendar management, correspondence, travel arrangements, and meeting preparation.
- Manage confidential and time-sensitive information with discretion.
- Prepare briefing materials, presentations, and reports as requested.
- Coordinate internal and external meetings, events, and stakeholder engagements.
- Act as liaison between the President and CEO and internal/external stakeholders.
- Assist with special projects and strategic initiatives as directed.

## 3. Other duties as requested.

### REQUIRED EXPERIENCE & COMPETENCIES

- The majority of work is performed within established guidelines and procedures however judgement will be required in situations when responding to emails or requests on other's behalf.
- The ability to set priorities and work within strict deadlines is required.
- Proactively leads calendar and prioritizing of scheduling requests on behalf of the CEO.
- Working with a variety of stakeholders will require judgment, diplomacy, and communication and relationship management skills.
- Individuals frequently have timing constraints that must be accommodated; ensures that meeting times are kept to the minimum time required. Priority meetings scheduled can require careful judgment and planning. Tactful communication to decline meetings or suggest amended timing will be required.
- Maintaining and addressing confidential and sensitive requests.
- Regularly works with the CEO and Executive Leadership team.
- Collaborates with others to focus on objectives.
- Frequent contact with various external stakeholders including business leaders, medical professionals, the general public, etc.
- Frequent contact with volunteer Board and Committee members, which may include sensitive and confidential subject matter.

### EDUCATION & EQUIVALENT EXPERIENCE

- Post-secondary education in administration, business, governance, or a related field.
- Minimum 3–5 years of executive-level administrative experience and governance/board support responsibilities.
- Experience providing direct support to senior level staff and supporting Board/Committees needs.
- Knowledge of governance practices and non-profit/board operations.
- Proficient with the Windows operating system Microsoft Office suite, Excel, PowerPoint, and Adobe Suite, board portal platforms (e.g., Boardable, Diligent), and an aptitude for learning organizational software.
- Has the ability to convey messages clearly both verbally and in written correspondence.

- Demonstrated ability to exercise discretion and judgment when handling confidential, sensitive and/or controversial information.
- Basic financial acumen.
- Experience interacting and connecting with persons of various social, cultural, or economic backgrounds; at ease with a variety of audiences.
- Strong organizational and time-management skills; ability to prioritize and work under pressure.

## WORK ENVIRONMENT AND REQUIREMENTS

- Hybrid work arrangements: work in office is conducted within a climate-controlled environment.
- Due to the nature of the role with the need for attention to detail and analytics, sustained eye strain and keyboarding/mouse movement are required a significant portion of the incumbent's day.
- The incumbent will be required to keep information confidential and/or work with sensitive data regularly within their position and will need to manage communications when topics are controversial or may be occasionally unpleasant.

## FOR MORE INFORMATION

Interested candidates should send their resume to [sarah@capitalizeforkids.com](mailto:sarah@capitalizeforkids.com) by end of day **Sunday, August 31, 2025**.

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

Capitalize for Kids is an equal opportunity employer and welcomes and encourages applications from all persons including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the interview process.

Capitalize for Kids is a hybrid work environment.

**Salary Range:** \$64,664 to \$96,996, based on experience.