



We are looking for a full-time

Executive Assistant

Are you a driven, organized professional who thrives in a collaborative environment? Bennett Village is seeking an energetic **Executive Assistant** ready to make a difference! Be the trusted right arm to our CEO, the backbone of our Board of Directors, and a key contributor to our welcoming, vibrant organization where every voice matters and every day is a chance to improve lives. If you are passionate about delivering excellence, expert at juggling priorities, and want your work to have real impact, this is the opportunity for you!

Why Bennett Village?

Bennett Village, nestled in the heart of Halton Hills, is a not-for-profit organization comprised of two facilities: The Gallery, a life lease, active living community for adults 60 and older and the Bennett Centre, our Long-Term Care home; both are vibrant, welcoming homes for older adults where aging happens in an enriching, supportive and safe community setting.

At both homes, you'll find a strong sense of community and camaraderie among the Board, staff, residents, and their families. Our commitment to excellence is reflected in our CARF (Commission on Accreditation of Rehabilitation Facilities) designation, which sets us apart as a provider of top-tier care and services. This prestigious accreditation underscores our unwavering dedication to upholding the highest standards of quality and professionalism.

This is an exciting time to join Bennett Village, as we embark on the journey of building a brand-new Long-Term Care home, poised to set new benchmarks in senior care excellence. We are at the forefront of creating innovative spaces and approaches to enhance the quality of life for our residents.

The Opportunity:

Reporting directly to the Chief Executive Officer (CEO), the Executive Assistant is the trusted partner and logistics expert for our senior leadership and Board. As

Board Secretary, you'll ensure smooth Board Operations and governance, supporting key standing committees and helping our leaders keep things on track.

- **Be the indispensable organizer:** Manage complex, rapidly changing schedules, coordinate internal and external meetings (including virtual), and plan special events.
- **Lead Board support:** Prepare materials, take accurate minutes and manage everything from Board meetings, AGM logistics to Board packages and correspondence.
- **Champion compliance:** Stay ahead of timelines for government reporting and by-law requirements.
- **Build connections:** Liaise with members, officials, and stakeholders, representing Bennett Village at the highest standard.
- **Drive Communication:** Draft agendas, presentations, emails and reports and keep confidential information secure.
- **Keep the CEO office humming:** Maintain administrative workflows, and support Board Committees, all while fostering a positive, professional work climate.
- **Support the Capital Campaign:** Support the Director of Development with fundraising initiatives and work closely with the Capital Campaign Cabinet.

What You Bring:

- Post-secondary education (college or university level), or a combination of education and experience.
- 5+ years' experience supporting a CEO and Board of Directors. Experience in a non-profit organization, healthcare or long-term care setting is an asset.
- Experience preparing accurate Board meeting minutes and board packages
- Top notch written and verbal communication skills.
- Superior organizational skills, with the ability to assess priorities and manage multiple deadlines.
- Mastery of Microsoft Office suite and comfort with databases, digital marketing and virtual meeting platforms.
- Experience using AI tools and technologies to improve productivity, research, communications, or workflow efficiency
- High professionalism, discretion and ability to maintain privacy.
- Team spirit: flexible, proactive, collaborative and equally comfortable working independently.
- Experience establishing and maintaining communications with internal and external stakeholders.

What We Offer:

- Competitive annual salary commensurate with experience.

- Comprehensive benefits package including extended health, dental, long term disability, AD&D and life insurance.
- Defined contribution pension plan with 4% matching.
- Work/life balance and flexibility.
- Four (4) weeks paid vacation.
- Sick leave.

To Apply:

Please send your resume and cover letter as one PDF to Ekelly01@bennettvillage.ca by **Friday June 19, 2026**. **Applications will be considered as they are received.** We thank all applicants for their interest. Only those selected for an interview will be contacted.

Location: Bennett Village is in [Halton Hills](#), Ontario. This is primarily an in-person role with limited flexibility for remote work

Bennett Village is committed to providing equal opportunity in all employment practices without regard to race, nation or ethnic origin, colour, religion, age, sex (including pregnancy and childbearing), sexual orientation, marital status, family status, physical or mental disability or pardoned criminal convictions, or any other category protected by law.

The above job ad is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Please notify us if you require accommodation at any time during the recruitment process. Bennett Village shall provide reasonable accommodations of known disabilities to enable a qualified applicant or employee to apply for employment, perform the essential functions of the job, or enjoy the benefits and privileges of employment as required by the law.