



Executive Assistant **Permanent, full-time (35 hours per week)**

Are you looking to work at where your excellence will shine, professional standards are highly valued and quality of care is respected? Do you want to practice in a setting where your voice helps shape how health care is provided; where you work at the centre, in the community and in collaboration with other health care services in West Toronto? **This is an excellent developmental and learning opportunity for someone looking to secure experience in the administration of a medium sized organization.**

The Four Villages Community Health Centre is a non-profit, primary health care facility located in the west end of Toronto. Since 1991, we have been providing primary health care and programs that include treatment, prevention of illness, health promotion, and capacity building primarily aimed at seniors, families with young children, youth and newcomers. We strive to reach individuals and groups in the community who face difficulty accessing the health system.

We recruited a committed team of professionals – family doctors, nurse practitioners, registered nurses, chiropractors, physiotherapists, occupational therapist, dietitians, social workers, therapists, community health workers and administrative staff. We are currently recruiting for an Executive Assistant to the CEO.

KEY RESPONSIBILITIES

Executive Administrative Support

- Provides regular administrative support to the Chief Executive Officer, and some administrative support to the Director of Clinical Care and Director of Health Programs;
- Responsibilities include administrative support in maintaining key organizational documents such as the annual operating plan and Quality Improvement Plan, maintaining daily schedule and calendar of CEO, assisting with follow-up to action items arising in course of CEO's work, and organizing files and office; and other duties as assigned;
- Ensures response and follow-up to internal and external inquiries to the CEO; acts on own initiative during the CEO's absence, referring urgent matters to appropriate staff members and communicating items for follow-up;
- Administratively assists in the execution of special projects/initiatives on behalf of the CEO to address immediate issues of importance (e.g. accreditation, strategic planning);
- Arranges any travel and accommodation; Assists with other administrative needs;

Governance Support

- Provides organizational, administrative and communications support to the Board, Board committees and Board working groups;
- Organizes and prepares agendas, pre-meeting materials, committee reports and meeting arrangements for Board of Directors meetings, Annual General Meeting (AGM) and committee meetings;
- Attends meetings and takes minutes/notes as needed, ensuring follow-up actions and activities are proactively addressed;
- Collects meeting evaluations and prepares summaries for Board Chair(s);
- Works with Board Chair to prepare annual Work Plan of the Board and ensures that activities are aligned with internal processes and TCLHIN requirements;
- Maintains Board-related segments of the electronic portal and other associated websites; posting approved Board packages, information and material, working documents, resources and managing security/access codes for Board members;
- Assists with Board recruitment processes; supports on-boarding of new Board Members;
- Provides other secretarial and administrative support to Board members as needed.

Internal Meeting Coordination

- Schedules and prepares and completes all required supporting documentation in preparation for senior management meetings, Integrated Care and Quality Committee, All Staff meetings and Directors' meetings with staff to develop and execute annual strategic initiatives; including attending meetings and taking notes and ensuring follow-up on any matters;
- Manages tracking systems and monitors status of action items;
- Coordinates corporate events, including AGM, Operating Planning Day, Team Building Day and other events that arise.

Administrative Support

- Supports accounting/bookkeeping functions, makes bank deposits; reconciles visa card purchases and accounts payable;
- Oversees, manages and reconciles administrative operational budget;
- Manages and maintains corporate membership systems and files; Manages and processes donations;
- Supports the development and implementation of the Strategic Plan and organizational planning tools (i.e., Scorecard) for Four Villages (vision, mission, mandate, strategic priorities and related objectives) supports the implementation of accountability systems (Annual Operating Plan);
- Tracks changes to policies and procedures and administratively maintains and ensures timely update of the Organizational Policy Manual;
- Manages, plans and executes preparation for accreditation review in support of Senior Management Team;
- Maintains accreditation standards on an on-going basis, and helps identify gaps in policies and procedures needing policy development;
- Provides communications and special projects support as required (e.g. Fundraiser);
- As a member of the Administrative team, occasionally steps in to ensure completion of other administrative team members' key task and responsibilities during short-term absences.

QUALIFICATIONS

- College diploma or certificate in business, administration or related field, or an equivalent combination of education and experience;
- Commitment to continuous learning, growth and development;
- Two to three years experience providing executive assistance to senior management or significant administrative experience;
- Excellent interpersonal skills, including flexibility and a positive attitude;
- Excellent communication, problem-solving, conflict and time management skills;
- Demonstrated ability to work independently with minimal supervision and effectively;
- In-depth experience recording minutes of senior management and Board meetings;
- Excellent writing skills;
- Excellent organizational, multi-tasking skills and ability to set priorities in a fast-paced environment;
- Superior knowledge and proficiency with use of computers and applications such as MS Office with a minimum typing speed of 55 words per minute;
- Works during both regular and extended hours of operation in main office and off-site locations as needed;
- Experience in a not-for-profit sector is an asset.

Hours of work: 35 hours per week

Salary: Salary range of \$44,516 to \$57,665 (based on qualifications) plus excellent time-off benefits including 20 days of vacation, 10 days of professional development

Application Deadline: October 23, 2017 (Interviews will be held on October 27, 2017)

Interested candidates should e-mail their resume along with a cover letter at jobs@4villages.on.ca (Subject: Executive Assistant), or fax to 416-604-3365. In your cover letter please include why you wish to align yourself with Four Villages and how you believe you can add value to our organization.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted. The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources Generalist. Please note Four Villages is a scent-free environment.