

Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire an:

**Executive Assistant I
Permanent Full-Time (35 hours/week)**

Reports To:

Chief Executive Officer (CEO)

Summary

The Executive Assistant I is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO), other senior management members and the Board of Directors. This individual will demonstrate critical thinking and sound decision making with considerable judgment and independence to coordinate complex administrative activities and support the work and operational decisions of the CEO. Duties include but are not limited to meeting coordination, minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant I will have material, regular access to and will assist in preparing confidential materials in relation to finance, budgeting, organization wide strategy, Board meeting, integration of services, acquisitions, Ministry requirements and human resources / labour relations (including collective bargaining, performance management, discipline, grievances, etc.). As an individual supporting the CEO and Board of Directors it is integral that the Executive Assistant I respect confidentiality, represent and support the CEO and Board of Directors and professionally interact with employees, management and the public. Other duties shall be assigned as necessary.

Core Competencies

- Quality Orientation
- Organization and Time Management
- Problem Solving
- Critical Thinking
- Accountability and Dependability
- Research and Analysis
- Providing Consultation and Guidance
- Ethics and Integrity
- Privacy
- Confidentiality
- Human Resources
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Communication
- High Energy
- Stress Management
- Team Work

Administrative Duties include:

- Provide direct administrative and office management support to the CEO and members of the executive team, as directed.
- Maintain work schedules and calendars of the CEO and Board of Directors
- Coordinate logistics of executive team programs including coordination of meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Attend Senior Leadership and Board of Director meetings and prepare minutes, action logs and ensure timely follow up.
- Prepare draft reports, background documentation and research.
- Prepare and review presentations.
- Prepare confidential correspondence, materials and agendas that involve labour relations/human resources, financial information or other confidential materials.
- Assist with human resources and labour relations activities and work closely with the CEO and human resources/finance on such matters as they arise.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Coordinate office activities, including other administrative staff.
- Act as the lead for the administrative staff of the Senior Leadership Team, including troubleshooting and/or escalating office administration issues.
- Review, evaluate, and distribute priority correspondence for CEO and Board President.
- Complete expense reports, process executive invoices, and other related duties.
- Ensures all requirements of the bylaws and process for the Annual General Membership meetings are met in a timely manner.
- Maintains organizational systems for Board of Directors, its committees and membership.
- Present a positive and professional image of the executive office to all clients, visitors, community, inquiries and other persons.
- Prepare travel schedules, book travel arrangements, and make reservations for executive and Senior Leadership Team.
- Order office, kitchen and janitorial supplies at main office.
- Other duties shall be assigned as required.

Communications Duties include:

- SCHC External Newsletter – attending quarterly meetings and take minutes, pull together content for CEO's review.
- SCHC SWAG – In collaboration with Engagement Marketing Outreach Committee (EMOC) and Director of Communication and Development: order and monitor stock, review costs periodically.
- SCHC Annual Report –Distribute electronically and hard copy (if applicable).
- SCHC Website – update “About Us” section as required e.g. CEO's Message, Media, Newsletter, Board of Directors information.
- Public Relations: Collaborate with the CEO and Director of Communication and Development for media presentations, media releases and distribution to relevant stakeholders

Requirements

- Post-Secondary Diploma in Business Administration, or relevant discipline, required.
- Secondary School Diploma required.
- Minimum 3 years experience as an Executive Assistant or 5 years as a Senior Administrative Assistant.
- Strong knowledge of office procedures and practices.
- Understanding of the health system and/or not-for profit sector an asset.
- Keen attention to details.
- Proven ability of minute-taking.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access, SharePoint).
- Resourceful and flexible.
- Proven organizational and time management skills.
- Project Management Skills an asset.

Work Conditions

- Manual dexterity required to operate computer and peripherals.
- Interacts with union and non-union employees, various management levels and the public at large.
- Some evening hours are required.
- Overtime may be required.
- Environment can be noisy at times.
- Needs to have access to a vehicle and go site to site to pick up supplies.

Please reply in confidence to HR: By email: hr@schcontario.ca by 11:59pm on November 12, 2021

Note: Please quote EA-CEO in the subject line.

Pay Band 8 – starts at \$58,735

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

In accordance with the Ministry of Health Directive #6, SCHC has implemented a COVID-19 Immunization Policy requiring all staff to either present proof of full vaccination against COVID-19, or undergo rapid antigen testing twice per week. To view our full COVID-19 Immunization Policy please visit www.schcontario.ca and reference the COVID-19 Update section.

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

For more information about our programs and services, please visit our website at www.schcontario.ca.

Find us on Social Media: [Facebook](#) – [Twitter](#) - [Linked In](#) – [You Tube](#)