



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 a:

Executive Assistant II
(Full Time position - 35 hours/wk)
1 year Contract

Reports To:

Vice President Community Health and Chief Professional Practice

Summary

The Executive Assistant II is responsible for a wide variety of administrative duties in support of the Vice President and their respective Managers and Director. This role will interact with other Executive Assistants to ensure adequate support of the Senior Leadership Team.

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 Vice President. Duties include but are not limited to meeting coordination, minute taking and distribution, scheduling appointments, project coordination, inventory management, and drafting both internal and external correspondence. The Executive Assistant II will have regular access to confidential material, and will assist in preparing, confidential materials in relation to finance, budgeting, organization-wide strategy, Board meetings, integration of services, acquisitions, Ministry requirements, and human resources /labour relations (including collective bargaining, performance management, discipline, grievances, etc.).

As an individual supporting the Vice President, it is integral that the Executive Assistant II respect confidentiality, represent and support the Vice President within the organization, and professionally interact with employees, management and the public. Confidentiality of work is paramount. Other duties as assigned as necessary.

Core Competencies

- Organization and time management
- Problem solving & critical thinking
- Accountability and dependability
- Project coordination
- Ethics and Integrity
- Diplomacy

- Confidentiality
- Self-motivation
- Strong interpersonal skills
- Highly developed communication skills
- High energy
- Stress management
- Teamwork

Job Duties

- Provide direct administrative and office management support to the Vice President and members of the Community Health Leadership team, as directed
- Maintain work schedule and calendar of the Vice President
- Coordinate logistics of the Vice President and Community Health leadership team including coordination of meetings, seminars, workshops, special projects, and events
- Review all documents, reports, and correspondence prepared for the Vice President and Community Health Leadership signatures for format, content, grammar, spelling and make edits as necessary
- Prepare for designated organization/program meetings including meeting package, minutes, and action logs and ensure timely follow up.
- Prepare and review presentations.
- Prepare confidential correspondence, materials and agendas that involve labour relations / human resources, financial information or other confidential matters.
- Assist with human resources, labour relations activities, and work closely with Vice President and human resources/finance on such matters as they arise.
- Manage organization wide PPE inventory
- Order supplies
- Coordinate project meetings, tasks and follow up as required
- Troubleshoot and/or escalate office administration issues.
- Review, evaluate, and distribute priority correspondence for the senior leadership team
- Complete expense reports, process invoices, and other related duties.
- Maintain electronic and hard copy files in an orderly and easily accessible manner.
- Prepare travel schedules, book travel arrangements, and make reservations for executive and Vice President and team.
- Relieve members of the Executive Assistant team while on vacation, sick leave and workload pressures
- Present a positive and professional image to all clients, visitors, community, inquiries and other persons.
- Other duties shall be assigned as required.

Requirements

- Post-Secondary Diploma in Business Administration, Secondary School Diploma required.
- Minimum 3 years of experience as an Executive Assistant
- Strong knowledge of office procedures and practices.
- Excellent communication and interpersonal skills
- Keen attention to details.
- Proven ability of minute-taking and filing
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access)
- Resourceful and flexible.
- Work independently with minimal direction
- Strong organizational, project coordination and problem-solving skills with impeccable multi-tasking abilities
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Understanding of the health system and/or not-for profit sector 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 may be required.
- Overtime may be required.
- Environment can be noisy at times.
- May need access to a vehicle and go site to site to pick up supplies
- SCHC offers generous benefits including HOOPP Pension Plan

Please reply in confidence to HR:

By email: hr@schcontario.ca

Note: Please quote EA II Position in the subject line.

Deadline: *Candidates are invited to apply no later than January 22, 2021.*

*All applications must be received by this date for consideration.
We would like to thank all applicants; only those invited to interviews will be contacted.*

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+

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.

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