



POSITION DESCRIPTION

POSITION TITLE: Executive Assistant - Administration

RESPONSIBLE TO: Chief Executive Officer

GENERAL ACCOUNTABILITES:

*The **Executive Assistant** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Executive Assistant is an essential member of the client-centred health professional Team. The Executive Assistant will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

SUMMARY OF FUNCTIONS:

The success of the Health Centre is dependent upon cooperation amongst the Senior Leadership Team, based on the Health Centre's values of respect, open communication, and collaboration.

The major responsibilities of the Executive Assistant will be to support the Chief Executive Officer and Administration department in all administrative functions.

SPECIFIC ACCOUNTABILITIES:

1. Supports the Board of Directors :
 - Responsible for all record-keeping for Board of Directors' meetings, including Board Committee and community engagement initiatives;
 - Compiles and posts Board material for meetings and information as required;
 - Provides support for Board Members and Board Committees;
 - Maintains Board Policy in Board portal and other applicable sources;
 - Prepares room/space for Board and Committee meetings, both virtual and in-person;
 - Assists in ensuring Board Members are informed and current on all Health Centre activities and information;
 - Ensuring issues from stakeholders are addressed effectively, as well as preparing drafts for external communication;
 - Maintain confidentiality in accordance with policies established by the Board of Directors.

2. Corporate Affairs:
 - Compile, create, modify and generate statistical reports linked to our internal and external reporting requirements;
 - Maintain accurate corporate files electronically and in hardcopy to ensure responsible administrative records and corporate memory;
 - Administer confidential information for the agency, including highly sensitive personnel, political and/or labour relations information

- Support organizational initiatives as required, such as accreditation (is familiar with framework and standards), strategic initiatives, quality improvement initiatives, etc.;
 - Own policy review process – manages & updates tracking, policy reviews, etc.;
 - Manage corporate calendar for the corporate office - updating as required;
 - Provide direct administrative support as required to administrative department;
 - Sets agendas and compiles and distributes information for Leadership Team meetings;
 - Assist executive with preparation for events, meetings, media, funder and other stakeholder engagements;
3. Marketing and Communications:
- Manage public relations matters as directed;
 - Create and scheduling social media posts, stories and videos;
 - Manage comments and communication of social profiles;
 - Assists with planning and implementation of Health Centre special events;
 - Coordinates and produces the Annual Report;
 - Support the maintenance of website content;
 - Support branding activities;
 - Design and create marketing material for program specific and Centre-wide including videos and brochure, as requested;
4. Other duties as assigned or assumed on personal initiative.

QUALIFICATIONS:

1. Thorough knowledge of and proficiency in office administrative practices and procedures.
2. Strong Adobe Suite skills (InDesign/Photoshop).
3. Experience in social media and website content creation and management.
4. Undergraduate degree in a relevant discipline, College Degree in Office/Business Administration, Marketing/Communications or combination of High school Diploma and several years' experience.
5. Minimum of three years' administrative experience of progressive responsibility, preferably in a human service organization.
6. Demonstrated ability to be flexible, possess excellent organization and problem-solving skills.
7. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
8. Knowledge and proficiency in the use of personal computers and various word-processing and database packages.

I understand the requirements, essential functions and duties of the position.

Employee Signature

Date:

Revised: January 2024