



Executive Assistant and Strategic Projects

Job Title:	Executive Assistant and Strategic Projects
Employment terms:	1-year contract (1.0 FTE), 35 hours/week, evening and weekend hours can be expected and are based on your availability.
Salary range:	\$57,538 to \$67,692 per year, plus 4% vacation pay and HOOPP pension plan
Expected start date:	Immediately
Expected end date:	April 25, 2025
Number of positions:	1
Reporting to:	CEO
Locations:	Flemingdon Health Centre at 10 Gateway, Fairview Health Centre at 5 Fairview Drive and Health Access Thorncliffe Park (HATP) at 45 Overlea Blvd
Application deadline:	April 14, 2024 by 5:00pm Eastern Time
Application Process:	Qualified applicants are invited to submit their application online using the link below: www.jobillico.com/en/job-offer/flemingdon-health-centre/executive-assistant-amp-strategic-projects/13534332
Please include a cover letter and resume in a single file.	

Background: Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighborhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement.

At FHC, we believe that health is much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

Position Summary:

Executive Assistant & Strategic Projects is reporting to the Chief Executive Officer and as an integral part of the leadership team, this position provides executive support to the CEO, administrative support to the Senior Leadership and Management Teams and administrative support to the Board of Directors and governance functions. Furthermore, the position provides support and coordination for a variety of strategic projects including organizational policies & procedures process. A systems perspective and continuous attention to detail, quality and improvement are essential to the success of this position.

The Executive Assistant and Strategic Projects role work in close relationship with the CEO to support the Vision, Mission, Core Values and Strategic Directions of FHC, and to ensure that administrative needs of the organization are met efficiently and effectively.

Responsibilities include:

Executive Administrative Support-

- Provides administrative support to the CEO, including maintaining daily schedule and calendar, managing follow-ups and organizing files and office;
- Acts on own initiative during the CEO's absence, referring urgent matters to appropriate staff members and communicating items for follow-up;
- Supports special/strategic projects on behalf of the CEO to address immediate issues of importance
- Responds to internal and external inquiries on CEO's behalf, forwarding issues as needed;
- Provides general organizational administrative support as needed (processing mail, photocopying, filing, drafting correspondence and reports, preparing presentations, organizing reference materials and other activities);
- Assists with other administrative needs of Senior Leadership Team.

Governance Support-

- Provides organizational, administrative and communications support to the Board, Board committees and Board working groups;
- Supports with organizing and preparing agendas, pre-meeting materials, committee reports and meeting arrangements (including room bookings, equipment and refreshments) for Board of Directors meetings, AGM and committee meetings;
- Attends meetings and takes minutes as needed, ensuring action registers and follow-ups are proactively addressed;
- Maintains Board-related segments of the website/portal and other associated websites, as required;
- Supports with maintaining corporate documents and files;
- Provides other secretarial and administrative support to Board members as needed.

General Administrative Support-

- Supports with coordinating corporate events, including Annual General Meeting, Board Strategic Retreat and other events that arise;
- Supports with scheduling and minute taking at Management Committee meetings;
- Supports with general/administrative supply ordering, as required;
- Coordinates meeting schedules, room bookings and catering;
- Maintains Administration Petty Cash

Organization-Wide Projects/Supports-

- Supports the maintenance of organizational policies including the Policy Management solution
- Supports organizational committees as needed
- Supports day to day operations of the organization in coordination with the management team

Skills and Qualifications:

- Knowledge normally attained through a post-secondary diploma or certificate in business, administration or related field;
- Three or more years' experience providing executive assistance to senior management or significant administrative experience;
- Significant experience with FHC's administrative team core competencies which are project management, strategic planning, customer service, collaboration, problem solving and teamwork;
- Excellent communication skills including strategic verbal and written communication;
- Significant experience with meeting organization, planning and follow-up. This includes a high competency in minute taking and organizing/processing follow up items;
- Experience supporting community governance and/or a community-based Board of Directors;

- Experience working in the not-for-profit or charity sector;
- Self-motivated with the ability to shift priorities with ease and resiliency;
- Demonstrated professionalism, good judgement and understands the value of confidentiality;
- Excellent organizational and multi-tasking skills to meet deadlines;
- Superior computer/software skills including all MS Office application (e.g. Outlook, Word, Excel, PowerPoint, Access) and other relevant applications.
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code.

Working Conditions & Physical requirements:

- Incumbent will be expected to work some evening and/or weekend hours based on project demands.

We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.