

## OCH Foundation for Healthy Communities

Position title: <b>SENIOR ADMINISTRATIVE ASSISTANT</b>	Affiliation: <b>CHARITABLE ORGANIZATION</b>
<b>PERMANENT – 28 hours per week</b>	<b>SALARY COMMENSURATE WITH EXPERIENCE</b>

### SCOPE OF POSITION

The Senior Administrative Assistant reports directly to Executive Director. This position's primary focus is performing administrative duties to support and coordinate the functions and activities of the Foundation team.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### Organizational Capacity and Effectiveness

##### Board and Committee

- Prepares for assigned Board and Committee meetings on a regular schedule including: confirming, preparing and distributing agendas and the compilation and distribution of required documents; identification of meeting location; logistics for meetings including expense reimbursements for members, refreshments/supplies; issuing appropriate notices; consolidation of reports from multiple staff sources and appropriate recording of proceedings.
- Ensures that items identified during meetings are tracked and brought forward, as well as monitors follow up actions as directed.
- Maintains the files and records of related meetings in keeping with approved records management practices and OCH Foundation policies and procedures.

##### Administrative

- Provides administrative support with respect to: office and record management; contacts with the public, clients, board members and staff; internal and external inquiries; research; travel arrangements; appointments and calendar and other administrative activities.
- Assists in the development of meeting agendas by receiving and coordinating items identified by staff, as well as ensuring that items identified during meetings are tracked and brought forward.
- Attends and records meetings of the Board of Directors and, where required, related committees.
- Tracks the assigned budgets within the appropriate cost centers and the overall plan (if applicable) while identifying any issues or concerns.
- Handles incoming communications and provides information on behalf of Senior Management.
- Develops and maintains departmental filing systems.
- Minute taking as required.

##### Operations

- Create and maintain accurate electronic records for employee personnel files
- Ensure all HR and administrative paperwork is appropriately filed and securely stored, ensuring confidentiality at all times
- Obtain employment contract signatures in a timely manner
- Coordinate volunteer and student on-boarding process
- Draft or update job descriptions and create job postings
- Work collaboratively with IT department to coordinate computer and hardware requirements for new and existing staff

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### Marketing & Communications

- Review and update documentation
- Manage various social media platforms
- Oversee different internal communication tools
- Website maintenance
- Review and oversee the process for the Educational Bursaries

### QUALIFICATIONS/EXPERIENCE

A typical candidate will have the following minimum qualifications and experience.

1. Successful completion of a two-year community college diploma in Office Administration; and
2. Over five years related experience with progressively more responsible administrative functions with experience in financial/budget administration.

### KNOWLEDGE and SKILLS

#### Knowledge

- Extensive knowledge of office and administrative procedures.
- Knowledge of records management principles and techniques.
- Working knowledge of applicable Occupational Health and Safety legislation Advanced knowledge of Excel, PowerPoint, and Word.

#### Demonstrated Skills / Abilities

- Excellent organizational skills including the ability to manage multiple priorities and to work under pressure as well as to ensure that regular tasks required are completed on time
- Ability to write clearly and grammatically and to organize written material coherently.
- Ability to work independently
- Excellent interpersonal skills
- Ability to make effective use of computer systems for word processing, records management, and other office tools such as spreadsheets and databases.
- Clear understanding of, and commitment to, the principle of confidentiality.

### LANGUAGE REQUIREMENT

- Ability to communicate fluently orally and in writing in English is required.
- Ability to communicate orally and in writing in French is an asset.

### OTHER REQUIREMENTS

- Satisfactory Criminal Records Check.
- Must have a valid "G" Class driver license or equivalent and provide a personal vehicle for business use.

**To apply, submit a covering letter indicating your salary expectations and resume by Friday July 5<sup>th</sup>, 2019.**

Attention: Howard Whittaker, Executive Director  
c/o OCH Foundation for Healthy Communities  
Email: [info@ochfoundation.ca](mailto:info@ochfoundation.ca)

*We appreciate your interest and thank you for your consideration; however, only those candidates selected for an interview will be contacted.*