

<b>Title</b>	<b>Executive Assistant</b>
<b>Position Type</b>	<b>Full-time, 35 hours per week (Permanent)</b>
<b>Posting Date</b>	<b>January 3, 2024</b>
<b>Expiry Date</b>	<b>January 17, 2024</b>
<b>Posting Type</b>	<b>Internal &amp; External</b>
<b>Supervisor</b>	<b>Executive Director</b>
<b>Location</b>	<ul style="list-style-type: none"> <li>• <b>Main Location: College Street, Toronto, Ontario</b></li> <li>• <b>You may be required to work at any site</b></li> </ul>
<b>Short Description</b>	<p>Access Alliance Multicultural Health and Community Services (AAMHCS) is a Community Health Centre that is committed to and works to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. We do this by facilitating access to services and addressing systemic inequities. The Centre envisions a future in which diverse individuals, families and communities can achieve <b>health with dignity</b>.</p> <p>Our dynamic and collaborative inter-professional team includes physicians, nurses, social workers, dieticians, psychiatric consultants, settlement workers, health promoters, community-based researchers and a cutting-edge Health interpretation program. We operate three busy centres, covering the City’s West, East End and Downtown. All are easy to reach using public transport.</p> <p>We are seeking an experienced, highly organized, focused individual who thrives in an energized environment to provide outstanding support, playing a critical role in assisting the Senior Leadership team through collaboration and a keen focus on results.</p> <p>The Executive Assistant (EA) provides administrative, logistical, staffing and event management support to ensure a high functioning executive office within Access Alliance MHCS. The EA supports the Executive Director. In addition, the EA will support the Board of Directors and, when necessary, the Leadership Team, performing in a manner that demonstrates a high level of professionalism and confidentiality at all times. The EA is required to demonstrate a high degree of composure and flexibility when faced with managing multiple conflicting priorities for multiple stakeholders.</p> <p>The successful candidate will be working mainly from our 340 College St. Site but due to Access Alliances multi-site locations, may also work in all three locations.</p>
<b>Detailed Description</b>	<p><b>RESPONSIBILITIES:</b></p> <p><b>Executive and Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Schedule and organize meetings and functions, assist in preparing agendas</li> <li>• Take minutes of Management Team meetings, All-Staff meetings, other meetings as assigned and post to the shared drive</li> <li>• Book boardrooms, office equipment, catering service as needed and organize materials and supplies for meetings and functions</li> <li>• Compile, create, modify and generate statistical reports linked to our internal and external reporting requirements</li> <li>• Produce from rough notes or instructions a variety of materials including presentations, reports, minutes of meetings, invitations, and correspondence</li> </ul>

**Toronto’s Diverse communities achieve Health with Dignity**

- Draft and proofread a range of internal and external correspondence on behalf of the EOD
- Assist ED with preparation for events, meetings, media, funder and other stakeholder engagements
- Act as a clearinghouse for management team of conference invitations, presentations, abstract submissions, etc.
- Maintain accurate files electronically and in hardcopy to ensure responsible administrative records and corporate memory
- Identify and discuss non-routine and/or contentious items with ED to discuss actions required and relays instructions to appropriate area
- Receive, review and prioritize incoming mail and email, referring materials to as appropriate and following up on outstanding items
- Receive visitors and phone calls from a variety of internal and external sources, handling routine matters on own initiative and referring to appropriate business area
- Administer confidential information for the agency, including highly sensitive personnel, political and/or labour relations information
- Manage corporate calendar for the corporate office - updating as required
- Provide direct administrative support as required
- Prepare/format a variety of materials, including presentations, reports, and minutes of meetings, invitations, memos, letters, organizational policies and other documents, using word processing, spreadsheets and/or presentation software, as required
- Maintain accurate filing system in the appropriate network drives
- Assist with managing the Outlook Calendar for ED and setting up meetings internally and with external providers/partners
- Prepare and submit expenses for the EOD (keep track of receipts)
- Act on own initiative during the EDs absence, referring urgent matters to appropriate staff members and communicating items for follow-up

#### **General Including Project Management**

- Compliance with all policies and procedures of Access Alliance MHCS
- Support organizational initiatives as required, such as accreditation (is familiar with framework and standards), strategic initiatives, quality improvement initiatives, etc.
- Project management as required – e.g. Organizing Annual General Meeting, managing our Scholarship processes, supporting all staff meetings, supports organization of other agency special events, strategic planning and reporting processes, etc.
- Manage public relations matters as directed
- Manage director meetings – schedule, minutes, follow ups as required
- Own policy review process – manages & updates tracking, policy reviews, etc.
- Support ED in producing trusteeship issues reports
- Other duties as required

#### **SKILLS AND QUALIFICATIONS:**

##### **Minimum Criteria**

- A minimum of 3 years relevant experience as an EA or similar role
- A diploma or degree in Administrative Studies, Business Administration, or equivalent education, training and experience
- Superior proficiency in use of computers and Microsoft office suite of products
- Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills
- Knowledge of health care sector, CHC in particular

- Experience working with low-income, multi-racial, multi-lingual newcomer communities
- Relevant experience that demonstrates the following core competencies:
  - Adaptability
  - Proactive Anticipation of Needs
  - Self-directed
  - Client Service
  - Team Player
  - Judgement/Decisiveness
  - Computer/Technical Skills
  - Motivation/Drive
  - Stress Resilience/composure - Self Development
  - Relationship Building - Organization

#### **Other Skills and Qualifications**

- Demonstrated flexibility and time management skills in a high-pressure environment and ability to maintain a positive attitude
- Excellent conflict management skills
- Ability to work effectively within a diverse and multi-disciplinary team
- Available to work evenings and weekends, as necessary
- Demonstrated commitment to working from an integrated anti-oppression, 2SLGBTQ+ positive framework
- Very organized and able to prioritize tasks, work under pressure and meet deadlines
- Ability to maintain composure when faced with managing multiple conflicting priorities for multiple stakeholders
- Excellent problem solving and analytical abilities; proactive in anticipating needs, potential problems and adept at mitigating risk
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction
- Self-directed, demonstrated ability to work effectively without constant and direct supervision or guidance
- Demonstrated understanding of executive administrative processes and procedures
- Excellent communication skills; written, verbal, listening; includes an excellent grasp of English language usage, spelling, grammar and punctuation; proficient in document development of all types
- **Travel within Toronto and work flexible shifts including evenings and Saturdays**

**Salary:** Starting at \$51,810 / Annual

**Duration:** Permanent

**Hours:** 35 hours/week

**Classification:** Secretary

**Bargaining Unit:** This position is **not** part of the bargaining unit.

Access Alliance offers comprehensive group benefits coverage, annual vacation entitlement, cumulative sick leave entitlement, employee assistance programs. Access Alliance is a HOOPP employer.

**Please be advised that our organization requires all staff, students, and volunteers to be fully vaccinated. Proof of Covid-19 vaccination can be obtained from the Ministry site.**

**Application  
Method**

With **“Executive Assistant”** in the subject heading, please send your resume and cover letter by 5:00 pm January 17, 2024

by E-mail: [jobs@accessalliance.ca](mailto:jobs@accessalliance.ca)

by Regular Mail: **Hiring Committee, Executive Assistant**

Access Alliance Multicultural Health and Community Services  
340 College Street, Suite 500, Toronto, ON, M5T 3A9

**No phone calls please.**

AAMHCS is a community-based organization that operates from a pro-choice, anti-oppression, and participatory framework. In your cover letter, we invite you to articulate why you wish to work with Access Alliance, and in what ways did you wish to put your skills, experience, and education into action for this role and for Access Alliance at this time. Knowledge of the neighbourhoods we serve and how agency values would be integrated in your day-to-day work may be interview questions.

We thank all applicants for their interest but only those selected for an interview will be contacted. Please note that a criminal background check and Vulnerable sector check will be conducted for this position as a condition of employment

We are committed to a workforce reflective of the diversity of the City of Toronto and the communities we serve. We encourage applications from those who provide different perspective and contribute to diverse ideas including those from racialized and LGBTQ communities.

AAMHCS is an inclusive and equal opportunity employer committed to providing accommodations for applicants upon request at any stage of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Applicants need to make their needs known in advance.

AAMHCS encourages a scent-free environment.