



**INTERNAL/EXTERNAL  
JOB POSTING**

**Bilingual Administrative Assistant – Community Health Promotion and Early Years (Full-time)  
Centretown Community Health Centre (CCHC)**

The Administrative Assistant (AA), Community Health Promotion & Early Years (CHP & EY) is responsible for providing program administrative support for the Community Health Promotion, Early Years, Volunteer Program and Good Food Box as well as the CHPEY Director. In addition, the Administrative Assistant is responsible for registration of clients to the range of programs offered by this team, supporting, community booths and CHPEY program promotion, and act as relief for the Centre's General Reception.

**Qualifications**

- High school graduation diploma and Administrative diploma or equivalent training and experience.
- Minimum two years working in an administrative support role, preferably in the health or social services field.
- Excellent listening, written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- Capacity to deliver excellent customer experience.
- Conflict management skills.
- Proficient with database systems, Windows-based computer systems, in particular, MS suite of products - Outlook, Word, PowerPoint and Excel.
- Demonstrates flexibility, good judgement and initiative.

**Desirable**

- Experience providing administrative support preferably in a, community health / community-based organization or non-profit environment.
- Third language- Arabic, Somali, Spanish , Chinese.

**Language designation**

English, written and spoken

French, written and spoken

Start date: As soon as possible

Salary range: \$37,124-\$44,728/year

Pension and Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

Bilingualism (French-English) will be validated by a language proficiency assessment conducted by a third-party provider. Candidates will be required to meet the minimum linguistic profile prior to the date of hire.

**To apply**, submit your letter of interest and résumé to [jobs@centretownchc.org](mailto:jobs@centretownchc.org) by **March 18, 2019**.

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.