



**INTERNAL/EXTERNAL
JOB POSTING**

**Bilingual Executive Assistant - Office of the Executive Director (Part-time, 4days/week)
Champlain Region – Centretown Community Health Centre (CCHC)**

The Executive Assistant under the direction of the Executive Director (ED) will assist the Executive Director with daily administrative duties and provide substantial assistance in the completion of various annual duties, special events and projects. This role will support the key administrative activities of the Board of Directors including coordinating meetings, recording and transcribing minutes, handling confidential files and maintaining Board information and policy manuals.

The Executive Assistant must possess the ability to adapt to new technology and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Essential Requirements:

- Post secondary degree or diploma in office administration or a related program or equivalent training and experience.
- Three to Five years senior administrative support preferably in a community health organization or non-profit environment.
- Strong writing skills in both official languages is essential, along with ability to draft such products as annual reports, briefing notes, presentation decks and content appropriate for social media.
- Proficient with Windows operating system and the MS suite of products, especially Outlook, Word, PowerPoint and Excel
- Able to operate with confidence and excellent judgement in a self-directed manner, comfort with new and evolving technology and processes, strong problem identification and resolution skills
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment

Desirable:

- Experience working with a community health service agency
- Knowledge of communications principles, guidelines and best working practices
- Familiar with basic website maintenance and updating (for example, using WordPress or Drupal), or demonstrated ability to learn
- Understanding of project management principles

Language Designation

English and French, written and spoken

Start date: As soon as possible
Salary range: \$23.215/hour to \$27.969/hour
Pension and Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **June 15, 2018** by **11:59pm** to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “Bilingual Executive Assistant”
- The file name for your resume should read: “(last name)_(first name)_ Resume
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.