
POSITION:	Executive Assistant
NUMBER:	OHT-2022-002
LOCATION:	Cornwall (Ontario) and remote work
CONTRACT TYPE:	Full-time permanent position (35h/week)
TEAM:	Upper Canada, Cornwall and Area Ontario Health Team (UCCA OHT)

As part of the transformation currently underway in Ontario's health care system, organizations and community members in Upper Canada, Cornwall and Area have come together to form a Ministry of Health approved Ontario Health Team.

Under the direction of the Executive Transformation Lead, the Executive Assistant will support the overall operational and administrative functions within the UCCA OHT and will work collaboratively with UCCA OHT backbone support team and stakeholders to support the success of the UCCA OHT.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Perform executive assistant functions for Collaboration Council, Steering Committee, Co-Design Expert Tables, work groups and projects.
- Administrative functions include, but are not limited to, minute-taking, communications, scheduling meetings, drafting agendas, creating slide decks, coordinating presenters, drafting correspondence, data entry, etc.
- Act as a point of contact for team members and community partners as delegated by the Transformation Executive Lead.
- Provide support to all OHT-related communications and digital platforms, as needed (e.g. website, social media, SharePoint Collaboration site, Zoom, etc.).
- Assist with preparation of invoices for approval and payment.
- Provide day-to-day support to the Executive Transformation Lead and other team members, as needed.

REQUIREMENTS:

- Secondary school diploma and post-secondary training in business administration or a related program or an equivalent of experience and education.
- Administrative experience.
- Exceptional organizational skills with the ability to provide administrative support to multiple projects and stakeholders while constantly adjusting priorities.
- Demonstrated excellence in interpersonal, written and verbal communication skills, including, ability to demonstrate tact and diplomacy with diverse groups or stakeholders.
- General understanding of foundational UCCA OHT concepts including: patient-centered care, health equity, collaboration and consensus-based decision-making.
- Ability to work in a fast paced environment.
- Attention to detail and high level of accuracy.
- Very effective verbal and written communications skills, tactfulness and diplomacy skills.
- Time management and problem solving skills.
- Ability to exercise a high level of independence, integrity, professionalism and confidentiality.
- Demonstrated advanced computer skills (Microsoft Office – PowerPoint, Word, Excel, SharePoint, Virtual Meetings – Zoom, Microsoft Teams, Visio, Adobe Products, SurveyMonkey).
- Bilingual (French/English) required.
- Have received the vaccination against COVID-19 as recommended by public health

BENEFITS AND SALARY:

- Annual salary between \$38 347 and \$45 226
- A full benefits package and a yearly training budget
- HOOPP Pension plan and 4 weeks of vacation per year

Please **submit your resume and a cover letter** demonstrating how you meet the requirements and qualifications for the position to rh@cscestrie.on.ca.

We strongly encourage applications from candidates from diverse and equity-seeking groups including, but not limited to, indigenous individuals, or people of colour (BIPOC) as well as those who identify as 2slgbtq+. CSCE welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We would like to thank all those that apply but only those selected for an interview will be contacted.

