



JOB POSTING #2022-064
Internal / External Posting
Out of Scope
Posting Date: September 15, 2022
Salary: \$21.395 – 25.240/hr

Opportunity: Executive Assistant
Hours: 40 hours per week (1.0 FTE)
Deadline Date: September 29, 2022

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and indigenous people, people with disabilities, and members of the LGBTQ community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

Our Vision, Mission & Values:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change.

We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens.

All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

Position Summary:

Under the leadership and direction of the Executive Director, the Executive Assistant is responsible for providing executive level administrative support to the Executive Director, Management team, and fundraising staff. This position will take the lead on time sensitive tasks and communication in a frequently changing, dynamic environment that requires flexibility, proactive logistical planning, and efficiency in order to meet deadlines.

Our Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- High School Diploma or equivalent plus formal training in applied office skills is required. A combination of education and experience may be considered.
- Minimum 5 years' experience providing senior level administrative support, including two (2) years working directly with an Executive Leader on the following tasks:
 - Scheduling and coordinating meetings in computerized calendars (Outlook)
 - Preparing and distributing agendas, and recording meeting minutes
 - Maintaining spreadsheets and databases
- Advanced proficiency with computerized systems (Microsoft Office Word, Excel, Access, and PowerPoint).
- Typing speed of 65 wpm.
- Ability to engage in verbal and written communications in a respectful and effective manner.
- Exceptional interpersonal skills with the proven ability to build positive relationships with internal and external stakeholders.
- Excellent organization skills including the ability to anticipate, plan, initiate and monitor multiple activities, timelines and requirements.
- Able to prioritize a dynamic workload within a fast-paced environment with frequently competing deadlines.
- Able to maintain a high level of confidentiality.
- Experience taking on delegated tasks and providing oversight to designated staff in the absence of the Executive Director.
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA+ communities accessing health care.
- Satisfactory Criminal Record check and Child Abuse Registry check.

**We use an inclusive definition of "women" and welcome Two-Spirit, gender queer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*

Assets:

- Experience working in a health care or non profit environment
- Previous experience supporting fundraising and donor stewardship activities
- Understanding of the importance of contributing to an inclusive and collaborative work environment that integrates principles of intersectional feminism, anti-oppression, anti-racism, decolonization and harm reduction into all interactions with staff, clients and community members.
- Understanding of the impacts of settler colonialism on the health and wellness of Indigenous people and the steps that need to be taken to address colonialism and anti-Indigenous racism in the non-profit sector.
- Proficiency in both official languages, or other language(s)

HOW TO APPLY:

Reference: "JOB POSTING #2022-064" in ALL correspondence

Email cover letter and cv to: WHChr@womenshealthclinic.org

For a full position description go to: <http://womenshealthclinic.org/get-involved/jobs/>

We thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.