



POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant – Administration Department

RESPONSIBLE TO: Chief Executive Officer

GENERAL ACCOUNTABILITIES:

*The **Administrative Assistant** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Administrative Assistant is an essential member of the client-centred health professional Team. The Administrative Assistant will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

SUMMARY OF FUNCTIONS:

The major responsibilities of the Administrative Assistant will be to provide support to the Chief Executive Officer, Leadership team and Administrative Team in all administrative functions specific to the accountabilities listed below.

SPECIFIC ACCOUNTABILITIES:

1. Supports the Board of Directors :
 - Takes minutes at Board of Directors' meetings;
 - Takes minutes at Board Committee meetings as assigned;
 - Compiles and posts Board material for meetings and information as required;
 - Provides support for Board Members and Board Committees;
 - Maintains Board Policy in Board portal and other applicable sources;
 - Prepares room/space for Board and Committee meetings;
 - Assists in ensuring Board Members are informed and current on all Health Centre activities and information;
 - Ensuring issues from stakeholders are addressed effectively, as well as preparing drafts for external communication;
 - Maintain confidentiality in accordance with policies established by the Board of Directors.
2. Volunteer Coordination:
 - Organizes, coordinates and manages the recruitment of volunteers for Centre wide programs including the board and various committee;
 - Conducts Volunteer Orientation;
 - Maintains updated records of volunteers;
 - Works with Program Coordinators to determine volunteer placements opportunities;
 - Develops and implements training programs for all volunteers, as needed;

- Develops and implements a volunteer recognition program including annual and ad-hoc events and special recognition awards;
 - Conducts annual Volunteer evaluation and recommendation changes/opportunities based on feedback;
 - Recommends and develops ongoing volunteer utilization.
3. Marketing and Communications:
- Prepare media releases and media kits;
 - Plans and implements Health Centre special events;
 - Coordinates and produces the Annual Report;
 - Support the maintenance of website content;
 - Support branding activities;
 - Design and create marketing material for program specific and Centre-wide including videos and brochure, as requested;
- Other duties as assigned.

QUALIFICATIONS:

1. Thorough knowledge of and proficiency in office administrative practices and procedures.
2. Strong Adobe Suite skills (InDesign/Photoshop).
3. Experience in social media and website content creation and management.
4. Undergraduate degree in a relevant discipline, College Degree in Office/Business Administration, Marketing/Communications or combination of High school Diploma and several years' experience.
5. Minimum of three years' administrative experience of progressive responsibility, preferably in a human service organization.
6. Demonstrated ability to be flexible, and possess excellent organization and problem-solving skills.
7. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
8. Knowledge and proficiency in the use of personal computers and various word-processing and data base packages.

Revised: April 2022