



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

Executive Assistant - Administration
Contract – 18 months (Full Time - 37.50 hours per week)
Hourly Salary Range: \$27.55 - \$32.41
Annual Salary Range: \$53,721 - \$63,197

What we're looking for:

- A self-motivated, administrative professional with a get-things-done attitude!
- Ability to coordinate and manage social media and website content
- Excellent interpersonal skills and demonstrated ability to work with all levels of an organization
- Strong organizational skills and demonstrated ability to multi-task
- Possess a diploma in Office/Business Administration or Marketing/Communications or relevant field and/or equivalent work experience

What you can expect to do:

- Administrative support to the CEO and Board of Directors
- Set meetings, agendas and take minutes
- Social media and website content creation and management
- Ensure confidentiality of client and senior level correspondence

We invite you to review the **Executive Assistant** job description on our website under Careers at <http://www.compassch.org/> for additional job-related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications; and option to enroll in the HOOPP pension plan.

Please respond in confidence by Friday, February 28, 2025 at 4:00 pm to:

Human Resources Specialist

Email: hr@compassch.org

438 Hughson Street North, Hamilton, ON, L8L 4N5

We thank all applicants for their interest, only those selected for an interview will be contacted.

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.