

Employment Opportunity

Punjabi Community Health Services

<p>Job Title: Executive Assistant to the CEO</p>	<p>Date Posted: July 21, 2022</p>	<p>Report to: Chief Executive Officer</p>
<p>Job Posting # EA-CEO-006/2022-23</p>	<p>Date Closed: August 2, 2022</p>	<p>Position Type: 1 position, Full Time Contract (till March 31, 2023)</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 32 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

About Position:

The Executive Assistant to the CEO (EA) will provide administrative support to the Chief Executive Officer(CEO). The EA will prepare correspondence, liaise with the partnerships, funders, and media, work with human resources to identify and help PCHS reach staffing needs, manage special projects, liaise with the senior management, attend meetings, and take notes, report writing, coordinate events, and oversee community programs.

Qualifications and Skills required:

- Work with the Board of Directors
- Work with the senior management
- Experience in managing and overseeing small short-term projects
- Ability to work independently to lead a number of priority tasks
- Advanced problem-solving and time management skills
- Self-motivated and detail-oriented
- Strong verbal and written communication skills, including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office
- Ability to handle stressful and sensitive situations with poise and professionalism
- Ability to work and communicate with a diverse workforce, including executives, mid-management personnel, funders, vendors, contractors, community representatives, media and others
- Ability to develop various types of reports, including financial statements and budget summaries

Punjabi Community Health Services

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.

Key Responsibilities:

Support to CEO

- Assist CEO in scheduling, coordinating, tracking the meetings.
- Receive, screen, prioritize and process various communications on behalf of the COO, including written, electronic and other means and provide assistance to determine priorities.

Records Maintenance

- Develop and maintain file systems of required files relating to administrative operations of the agency.
- Attend to tasks relating to various committee meeting – plan, coordinate, and attend meetings, membership and Annual General Meeting, including preparing and distributing agendas and packages, taking, producing and distributing minutes and any follow – up communication with attendees. Post the same to SharePoint and maintain the committee meetings and Annual General Meeting minutes, documents, manuals etc.
- Maintain required attendance documents for Administration and Management staff
- Progress and Status Reporting, Budgets, Financial Analysis and Presentations.

Media and Politicians

- Communicate with politicians, dignitaries and special guests as defined by required protocols
- Seek media coverage and coordinate media relations, including preparation of appropriate documents such as news releases, media packages and photography.

Policy Oversee and Development

- Assist in policy development and updates and ensure communication of policies, as applicable. Ensure that all corporate policies and procedures are adhered to. Discuss any policy changes with senior personnel, oversee the implementation of new policies, review current policies, and maintain documentation outlining all procedures, employee duties, PCHS strategic plan and objectives.
- Initiate, plan and carry out various other duties as directed by the CEO

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization

Employment Opportunity

Punjabi Community Health Services

- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full-time, 37.5 hours
(Some evenings and weekends work is required)

Position to commence: August 2022

Please submit resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting# EA-CEO-006/2022-23** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com