



**EMPLOYMENT OPPORTUNITY
Executive Assistant (full-time)
January 2018**

Are you an organized and efficient individual who is looking for a challenging support role? Are you ready for a position that will allow you to develop your leadership skills while supporting an Executive Director with incredible vision and drive? If so, *this opportunity is for you!*

The Wabano Centre for Aboriginal Health is an award-winning Health Access Centre that provides holistic health services to First Nation, Inuit and Métis people living in Ottawa - one of the fastest growing and diverse urban Indigenous communities in Canada. Wabano is a fast-paced, client-oriented organization that models the Indigenous values of balance, respect and community interdependence.

Wabano is looking for an Executive Assistant for a full-time position.

The main function of the Executive Assistant staff is to plan, arrange and execute administrative support to the Executive Director, Board of Directors, Executive and External committees.

Responsibilities:

- Provide comprehensive administrative assistance and support to the Executive Director, including (but not limited to) filing, external/internal communication, taking phone calls into the executive office, ordering supplies, etc.;
- Be the first point of contact for those seeking to speak with the Executive Director and deal with inquiries appropriately;
- Attend meetings on the Executive Director's behalf when she is unable to attend and take notes to report back;
- Write high-quality, professional letters and emails on the Executive Director's behalf;
- Conduct research and create of Power Point Presentations;
- Manage electronic calendars including the long-term planning/anticipation of events and the strategic booking of time; Rearrange and reschedule lower priority items to accommodate last minute priority internal and external meetings; Assist with the presentation and/or formatting of PowerPoint presentations, etc.;
- Provide Board and committee support;
- Ensure all meeting material is available prior to scheduled meetings; Prepare and distribute agendas and if necessary, record and distribute minutes; Review and direct all incoming mail; ensures items are responded to and/or develop reply;
- Assist with proof reading and fine tuning of reports and correspondence;



- Prepare and/or initiate travel arrangements and accommodations;
- Assist with arranging special events;
- Ensure files are created and maintained in a timely manner;
- Provide assistance with communications efforts, such as the submission of letters to funders and other organizations, press and briefings, interviews, and meetings;
- Program support as assigned, for example, assisting with program development and implementation; researching, writing, and editing for reports and other documents; acting as rapporteur at meetings;
- Interact with funders and partners around both logistical and program issues.

The successful candidate will have the following qualifications:

- Bachelor's Degree from an Accredited University;
- Four years related experience in an administrative environment;
- Must be able to conduct research and create professional Power Point presentations;
- Computer proficiency using MS Office applications (Word, Access, Excel); e-mailing, scheduling software;
- Excellent communication (oral and written), organizational and interpersonal skills;
- Ability to work in a fast paced, high stress environment;
- Must be able to take direction and adapt to changing priorities;
- Knowledge of &/or openness to Indigenous culture and values;
- Enthusiastic attitude with the ability to make a strong contribution to the company culture;
- Ability to maintain confidentiality;
- Excellent judgment, mature personality with strong problem-solving skills;
- A willingness to take on multiple tasks and the ability to maintain sight of goals even when faced with multiple tasks;
- Ability to work with staff members at all levels and interact with the Board of Directors, member, donors, vendors and visitors;
- Ability to prioritize tasks and work accurately under deadlines and changing priorities;
- Ability to work flexible hours, including some evenings and weekends;
- **First Nations, Inuit and Métis candidates will be given priority (please self-identify).**

To pursue this opportunity, please submit your cover letter and resume by **February 23, 2018** to jobs@wabano.com (extended deadline).



We thank all those who apply. Only those selected for further consideration will be contacted. Wabano is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.