



## **EMPLOYMENT OPPORTUNITY Executive Assistant**

Is your current Senior Administrative position no longer a challenge? If you would like to stretch your skills further by developing your leadership and communication skills while supporting our Indigenous Executive Director with incredible vision and drive, consider Wabano as your next career move! Wabano is seeking positive, community-minded team members who are energized by challenge and motivated to serve our community.

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 is to plan, arrange and execute administrative support to the Executive Director, Board of Directors, Executive and External committees.

Some of the responsibilities of the position are:

- Provide comprehensive administrative assistance and support to the Executive Director, including (but not limited to) file maintenance, external/internal communication, resource sourcing and maintenance, etc.;
- Be the first point of contact for communication with the Executive Director and coordinate inquiries appropriately;
- Attend meetings on the Executive Director's behalf at times, prepare notes and reports;
- Write high-quality, professional letters and emails on the Executive Director's behalf;
- Conduct research and create Power Point Presentations;
- Manage electronic calendars including the long-term planning/anticipation of events and the strategic booking of time; Rearrange and prioritize items to accommodate immediate agendas; Assist with the presentation and/or formatting of PowerPoint presentations, etc.;
- Provide Board of Directors and committee support;
- Coordinate meeting materials 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;
- Created and maintain files in a timely manner;
- Provide assistance with communications efforts, such as the submission of letters to funders and other organizations, press briefings, interviews, and meetings;
- Provide program support as assigned, for example, assisting with program development and implementation; researching, writing, and editing reports and other documents; acting as recorder 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;
- Minimum four years of experience in a senior administrative environment providing support to a Director or above;
- Proven experience conducting research and creating professional Power Point presentations;
- Advanced computer proficiency using MS Office applications (Word, Access, Excel); e-mailing, scheduling software;
- Ability to work in a fast paced, challenging environment with multiple priorities, maintaining strict confidentiality;
- Experience accepting direction and adapting to changing priorities, loves multi-tasking;
- Knowledge of/or openness to Indigenous culture and values;
- Experience working with staff members at all levels and interacting with Board of Directors, members, donors, vendors and visitors;
- Excellent communication (oral and written), organizational and interpersonal skills, proven solution creator full of flexibility;
- Enthusiastic attitude with the ability to make a strong contribution to the company culture;
- Must be able 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 to [jobs@wabano.com](mailto:jobs@wabano.com)  
This posting will be open until filled. Tell us your story early!

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.