

**Job Posting #2022-861**  
**Internal/External Posting**  
**Posting Date: May 11, 2022**  
**Closing Date: May 25, 2022**  
**Union: Exempt**

## **EXECUTIVE ASSISTANT**

### **FULL TIME POSITION**

**1.0 E.F.T. – 40 Hours Per Week**

**HOURS OF WORK:** Monday-Friday 0900-1700 Some evenings and weekends may be required

Klinik Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

### **POSITION SUMMARY**

Reporting to the Executive Director, the Executive Assistant is responsible for providing executive level administrative support to the Executive Director, Klinik Board, Management team and fundraising support to the Director of Development and Engagement.

The preferred candidate will have excellent organizational skills, a professional work style and contribute to a collaborative team environment. They must have a proven ability to maintain confidentiality when handling sensitive information and confidential documents, the ability to take precise minutes, have strong written and verbal communication skills and will have a high level of proficiency in MS Office Suite.

They will be responsible for preparing statistical reports and updating strategic plans, handling information requests, preparing correspondence and various communications, arranging conference calls, and scheduling meetings.

### **QUALIFICATIONS:**

- Advanced proficiency with computerized systems (Microsoft Office Word, Excel, Access, and PowerPoint) required.
- Typing speed 65 wpm
- Ability to compose correspondence on behalf of Executive Director / Directors / Managers
- Excellent verbal and written communication skills with proven ability to interact positively with internal and external stakeholders

**EDUCATION (Degree/Diploma/Certificate):**

- Complete high school education Manitoba Standards, required
- Formal training in applied office skills is required
- A combination of education and experience may be considered

**EXPERIENCE:**

- Minimum 5 years' experience providing administrative support at a senior level, including two (2) years working directly with an Executive Director / Board of Directors
- Demonstrated organization skills including the ability to anticipate, plan, initiate and monitor multiple activities, timelines and requirements
- Five years directly related experience required including:
  - Scheduling and coordinating meetings in computerized calendars (Outlook)
  - Recording and preparing minutes and agendas
  - Maintaining spreadsheets and databases
- Previous healthcare or non-profit experience preferred
- Previous experience supporting fundraising and donor stewardship activities an asset
- Experience working with Payworks payroll an asset
- Excellent interpersonal and administrative skills
- Ability to work in a dynamic, fast-paced environment

**RESPONSIBILITIES:**

- Prioritizes and organizes Administrative activities for the Board / Board Committees / Executive Director / Directors / Managers throughout the organization
- Manages and maintains the Executive Director's calendar and schedule as required
- Schedules, provides notice and manages meeting logistics as requested by the Board and Management
- Supports fundraising activities including relationship stewardship, communication, data entry, and event planning
- Types, formats and proofreads material such as briefing notes, correspondence, minutes, agendas, manuscripts, policies, procedures, templates and letters to outside agencies
- Monitors the progress of the organizations Strategic Plan / Organization Projects / Initiatives and provides updates on a quarterly basis (as required)
- Assists the Directors/Managers with the ongoing monitoring and analysis of operating budgets and expenditures
- Takes initiative to handle matters and solve administrative problems such as process improvement or client / patient quality issues
- Develops, maintains and updates a variety of databases and performs supporting duties such as: Data collection and entry, analysis, and assisting with preparation of reports
- Approves payroll as required and provides payroll approval back up for vacation coverage
- Ensures work is completed within established timelines and deadlines
- Ability to communicate respectfully and maintain confidentiality is required



**SALARY RANGE**            \$41,000 - \$52,000 per annum (under review)

**APPLICATION PROCESS**

- Application Deadline: May 25, 2022
- to: Ayn Wilcox, Executive Director, Klinik Community Health, 167 Sherbrook Street., Wpg., MB R3C 2B7
- E-mail: [jobs@klinik.mb.ca](mailto:jobs@klinik.mb.ca)
- Please use "Job Posting #2022-861" in all correspondence

Thank you for your interest. Only candidates selected for an interview will be contacted.

**We welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.**

**Klinik is a pro-choice community health centre and supports the principles of diversity, inclusion and cultural awareness**