Barrie Area Native Advisory Circle

64 Cedar Pointe Drive, Unit 1405
Barrie, ON L4N 5R7
Phone: (705) 734-1818 Fax (705) 734-1812
admin@banac.on.ca Website: www.banac.on.ca

Position: **Executive Assistant,** Mamaway Wiidokdaadwin Indigenous Interprofessional Primary Care Team

Supervisor: **Executive Director, MWIIPCT**

Term: **Full Time Permanent**

Salary: **49,461 – 54,461**

Closing Date: **May 18, 2018 - 12:00 pm**

POSITION SUMMARY

Working in an Indigenous inter-professional regulated primary health care team environment, the Executive Assistant is responsible for organizing office effectiveness and efficiency. The incumbent will be the designated senior manager, will have sound judgement, decision-making and excellent interpersonal skills. Further, the incumbent will demonstrate ability to maintain and build positive relationships, be able to manage a wide variety of administrative and clerical tasks, and be proficient with computers and the use of Microsoft Office software, including Word, Excel, PowerPoint and Publisher.

JOB REQUIREMENTS

All employees of BANAC are required to submit a Criminal Record Check with Vulnerable Screening upon hire and confirm compliance every year thereafter; comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures; and to work some evenings and flexible hours. Due to the requirements of this position, a Valid Ontario driver's license and use of own vehicle is required.

QUALIFICATIONS

The qualifications required for the Executive Assistant position are as follows:

Education/Work Experience

- Undergraduate degree or community college diploma in Business Administration, or equivalent experience
- 3-5 years' experience as a Project Manager or an Administrative Assistant
- Experience working within the Indigenous community and with Indigenous services
- Work within a diverse, multicultural population considered an asset

Skills

- Ability to take initiative with excellent problem analysis skills; and make decisions within job scope
- Solutions focused, with an understanding and experience of a fast moving workplace environment, superior written, and oral communication skills
- Knowledge and understanding of Indigenous culture and values with cultural competency
- Strong track record of customer service in a human services or healthcare environment
- Strong understanding of processes, policies and procedures required for supporting a non-profit organization
- Ability to manage calendars, create actions logs and manage multiple priorities.
- Excellent time management and organizational skills with strong attention to detail
- Ability to work well under pressure and multi-task without supervision
- Ability to work independently as well as collaboratively with regulated health professionals and in a positive team environment

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is typically performed in office and community settings.
- Frequent periods of typing will occur while sitting at a computer.
- Regular travel to meetings and communities, including overnight travel, is required.
- Regular overtime work is required.
- Low to moderate exposure to noise in the work environment.
- Regular exposure to a moderate level of tension and anxiety due to deadlines, competing political pressures, and the competing needs and demands for the limited financial and human resources.
- Periodic exposure to smoke may occur from the burning of sacred medicines: tobacco, sweet grass, sage or cedar.

E. EMPLOYMENT CONDITIONS

Specific employment conditions of the Executive Assistant are specified in an employment contract with the Executive Director and include the following:

- Worksite location is at the head office in Barrie, Ontario
- Valid Class G Ontario driver's license is required.
- Clean criminal record check with vulnerable sector

Send **cover letter, resume and 3 written references** to email admin@banac.on.ca **Attention: Hiring Committee**

Disclaimer: This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required. Only those selected for an interview will be contacted.