

# De dwa da dehs nye>s Aboriginal Health Centre

“Taking Care of Each Other Amongst Ourselves”

## CAREER OPPORTUNITY



### **Opportunity: Executive Assistant to the Executive Director**

As part of the De dwa da dehs nye>s dynamic staff team, the Executive Assistant supports all activities of the Executive Office and Board of Directors. This multifaceted position is ideal for an individual interested in working in a fast-paced, culturally sensitive environment with a desire to excel at non-profit management, and governance. As the successful candidate you will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. In this position, you will take a proactive approach and be able to anticipate the needs of the Executive Director.

### **Required Knowledge, Skills, Qualifiers:**

- Work closely and effectively with the Executive Director to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Director updated;
- Assist the Executive Director in the implementation of the organization's strategic plan, in coordination with Board of Director activities including minutes, organizing and assisting with each Board of Directors meetings and sub-committees;
- Manage activities of the office of the Executive Director including correspondence and schedule and travel arrangements; including coordination of off-site meetings and events, including staff travel;
- Assist the management team in all fundraising activities; solicitation requests, event planning and coordinating involvement of fundraising activities of Board, staff and other key volunteers;
- Perform general office administrative duties including ordering office supplies, handling incoming and outgoing mail, copying documents, coordinating conference calls, catering, general support to the Executive and Management teams with a high degree of efficiency and attention to detail;
- Manage and reconcile the petty cash;
- Maintain office databases for program management;
- Prepare expense reports;
- Is part of a direct team that builds and strengthen relationships crucial to the success of the organization.

**Candidate Differentiators:** *In addition to requirements for the position, the ideal candidate would also possess some of the following qualifications:*

- 5+ years progressive experience in a senior administrative role preferred;
- Experience supporting a not-for-profit Board of Directors considered an asset;
- Post-secondary education preferred;
- Must have a valid Driver's License;
- Exceptional computer skills with a high level proficiency in Microsoft Office software, Databases and website support;
- Strong organizational skills, ability to prioritize multiple tasks, and excellent attention to detail;
- Strong written and verbal communication skills, including effective communication with internal and external stakeholders which includes respecting and valuing others, active listening and facilitating healthy relationships;
- Resourcefulness, creative problem solving skills, and an ability to foresee upcoming circumstances;
- A self-starter with the ability to perform duties with minimal supervision;
- Forward-looking thinker, who actively seeks opportunities and proposes solutions;
- Ability to meet and understand multiple priorities and deadlines;
- Experience working with the Indigenous Community and/or a community driven inter-disciplinary team is considered an asset;

**Salary Range: \$40,000 to \$50,000**

### Our Mission:

To improve the health and well-being of Indigenous Individuals, families and communities through wholistic approaches that harmonize Indigenous, traditional and western health care which respects people with a distinctive cultural identity, values and beliefs.

### INTERESTED APPLICANTS

Please submit your resume and cover letter as your application to:

[humanresources@dahac.ca](mailto:humanresources@dahac.ca)

or

678 Main Street East  
Hamilton, Ontario L8M1K2  
Attention: Human Resources

Please note only **COMPLETE** applications will be considered.

Nya weh to all applicants.

Only those selected for interviews will be contacted.

**Deadline to Apply:  
January 26, 2018**

Preference is given to equal candidates of Indigenous Descent

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### 2016-17 Employee Engagement Survey:

"I love my job and am proud to work for my organization!"

"I am very satisfied with this organization. They have treated me amazing and have allowed me to be creative and use my talents as well as giving me training to aid me my daily job. "

*"The Health Centre is always trying to improve."*

Individuals with a disability requiring accommodation during the application and/or the interview process, please advise the recruitment contact so

De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.

Competitive Wages & Salaries - Merit of Performance Increases -Health Insurance Plan - Health Benefits - Income Protection Benefits - Paid Leaves - Pension - Employer Health Tax

### *Your Benefits are to our Benefit...*

#### 100% Organization Paid Benefits

- ❖ Health Benefits
- ❖ Employee Life/ AD&D Insurance
- ❖ Dependant Life Insurance
- ❖ Employee Critical Illness Insurance
- ❖ Long Term Disability (LTD) Benefits
- ❖ Travel Accident Insurance
- ❖ Business Travel Life & Disability Insurance

#### Retirement Benefits

- ❖ Healthcare of Ontario Pension Plan
- ❖ Immediate Eligibility
- ❖ For every \$1 you contribute, your employer is currently contributing \$1.26 – making HOOPP a cornerstone of your retirement savings.

#### Paid Time Off Benefits

- ❖ Vacation - 6% (15 Days)
- ❖ Personal Days - 12 Annually
- ❖ Statutory Holidays - 13 Annually