



# De dwa da dehs nye>s Aboriginal Health Centre

*We're Taking Care of Each Other Amongst Ourselves.*

## **Our Mission:**

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

## **INTERESTED APPLICANTS**

Please submit your resume and cover letter to:

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

or

Attention: Human Resources  
Aboriginal Health Centre  
678 Main Street East  
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants

Only those selected for interviews will be contacted

## **Deadline to Apply: Open Until Filled**

Please note that **ONLY** complete applications with cover letter will be considered.

***Preference is given to candidates of Indigenous Decent.***

## **EXECUTIVE ASSISTANT**

Reports to the Chief Operating Officer  
Salary Range: \$50,000 - \$60,000 annually

## **INTRODUCTION:**

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. The Executive Assistant will have impeccable multitasking skills, good judgment, and the ability to act quickly while retaining a calm and having a confident demeanor. 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 Chief Executive Officer.

## **Roles and Responsibilities:**

- Work closely and effectively with the Chief Executive Officer 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 Chief Executive Officer updated;
- Assist the Chief Executive Officer 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 Chief Executive Officer 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;
- 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.
- Track and acknowledge charitable donations

## Executive Assistant

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### STATEMENT OF 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;
- 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.
- Superior telephone manners and strong interpersonal skills.
- Strong verbal skills to communicate with all levels of the executive team.
- G Class License and access to a reliable vehicle.

### Other Qualifications

- Must provide full Covid 19 vaccination receipts upon start or declare will be applying for an exemption due to medical, religious or creed.

### 100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

### Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

*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.*