



Southwest Ontario
Aboriginal Health
Access Centre

Executive Coordinator

Status:	Full-time
Location:	London or Chippewa of the Thames site
Hours:	35 hours/week
Paid Time Off:	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
Benefits:	Comprehensive health, dental and more
Pension:	HOOPP (defined benefit plan)
Posting Date:	December 22, 2023
Deadline:	Open until filled

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of an **Executive Coordinator** to join our interdisciplinary staff team to work at either, our **London or Chippewa site**.

As a member of the Senior Team and reporting directly to the CEO, the Executive Coordinator is responsible for a wide variety of professional administrative duties in support of the Chief Executive Officer (CEO), other senior management members and the Board of Directors. The Executive Coordinator serves as the primary contact for all matters pertaining to the Office of the CEO and the Board of Directors and is accountable for carrying out a broad range of activities to support the effective functioning of the CEO Office, the Senior Leadership Team and the governance system within SOAHAC. The Executive Coordinator provides administrative and logistical support for activities within the various Offices. The role liaises with, and provides guidance, to a wide range of constituents internally and externally, regarding organizational policies and processes.

As directed by the CEO and in alignment with the organization's strategic direction, the Executive Coordinator will work with cross-functional teams to improve SOAHAC's governance systems and day-to-day operational activities. Duties include but are not limited to project management, meeting coordination and agenda preparation, minute-taking and distribution, scheduling appointments, arranging travel plans, drafting sensitive internal and external correspondence, and supporting corporate communications. The Executive Coordinator is required to maintain confidentiality and professionally interact with employees, primary care providers, management, the Board of Directors, key stakeholders, funders, community partners and the public.

Responsibilities

- Participate at a senior level in SOAHAC governance systems, day-to-day operations, and strategic planning in order to support the goals of the CEO and organization.
- Provide administrative and office management support to members of the leadership team.
- Maintain work schedules and calendars of leaders, particularly the CEO.

- Coordinate logistics of executive team initiatives including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for management signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare presentations, draft briefing notes and reports, background documentation, and research.
- Receive and screen all inbound mail, telephone calls, e-mails, and visitors for the CEO.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Troubleshoot and/or escalate office administration issues.
- Coordinate office activities.
- Complete expense reports and complete other related duties.
- Take and transcribe dictation notes.
- Book travel arrangements and make reservations for management as needed.
- Respond to inquiries, gather information/provide assistance to inquiries from external stakeholders/patients/peers/general public.
- Manage matters requiring attention or refer to the appropriate person in the absence of the CEO.
- Take action to implement decisions acting on behalf of the CEO and Leadership to further the goals and work of the organization.
- Work collaboratively with cross-functional management and staff teams, Board of Directors, stake holders internally and externally, funders, and community partners to coordinate projects, including planning, implementation, reporting and evaluation.
- Monitor the organization's compliance with its bylaws, policies and procedures.
- Develop and promote reporting arrangements between different entities within the group.
- Support the effective implementation of governance strategies.
- Assist with planning for board orientation, ongoing education, and strategy sessions.
- Develop a work plan to coordinate and administer Indigenous citizen engagement activities, including focus groups and consultative community meetings related to the various components contributing to governance.
- Support advancement of governance initiatives and assist in addressing issues related to the implementation of governance initiatives.
- Demonstrate an understanding and knowledge of Indigenous governance, administration, and general issues of concern.
- Support establishment and communication of new/updated policies and procedures to improve organizational effectiveness.
- Compose, prepare, and distribute agendas, minutes and related documentation for Board of Directors and Board committee meetings.
- Coordinate and support internal communications to ensure a unified and consistent approach to work at the organization.
- On behalf of the CEO support respectful relationships within the Board of Directors, staff, region and province, including with Indigenous leadership and communities, Ontario Health, the provincial and federal government, and other health system partners provincially and nationally.
- Review, evaluate, and distribute priority correspondence for management team.
- Present a positive and professional image of the executive office to all visitors, suppliers, and staff.

Requirements

- Post-secondary diploma or degree in business administration or other relevant field.
- Minimum 5 years of experience as an Executive Coordinator or similar role.
- Experience working with a Board of Directors, Government agencies, and Community Organizations.
- Experience in Communications internally and externally.
- Experience working with cross-functional teams in a health care setting and Non-Profit environment.
- Knowledge of commonly accepted office and administrative practices.
- Knowledge of governance best practices, government policy, funding, and reporting.

- Computer literacy including skills in MS Office
- Willingness to participate in ongoing Indigenous teachings and ceremonies
- Valid Ontario Driver's "G" license and access to reliable transportation
- Clean and current police check as a condition of employment
- Up-to-date immunization records

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **Executive Coordinator, London or Chippewa**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
493 Dundas Street
London, ON N6B 1W4**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.