



Women's Health In Women's Hands
Community Health Centre
2 Carlton Street, Suite 500
Toronto, Ontario M5B 1J3

T: (416) 593-7655

F: (416) 593-5867

Website Address: www.whiwh.com

ADMINISTRATIVE ASSISTANT
Full Time – Permanent

WHIWH CHC provides racialized women, trans and non-binary clients from the African, Black, Caribbean, Latin American, and South Asian communities in Toronto and surrounding municipalities with culturally safe, relevant, and responsive primary healthcare. We are changemakers engaged in knowledge transfer and exchange, research, capacity building, and advocacy within and across multiple systems.

The Centre has an opportunity for a professional, motivated and dynamic individual to join the team

RESPONSIBILITIES:

1. Providing administrative support to the Manager of Population Health which includes but is not limited to photocopying, minute taking, memo/documentation creation, committee support and maintaining an effective filing system;
2. Provides administrative and communications support to the Board of Directors and Board committees. Organizes pre-meeting arrangements (including room bookings, equipment and refreshments) for Board meetings, AGM and committee meetings as needed. Attend Board meetings, take minutes and prepare agendas and meeting minutes. Maintains Board membership list and Board-related segments of the website/portal.
3. Ensure the timely processing of accounts payable invoices, cheque requisitions, distribution of payments and the maintenance of program budgets and financial records.
4. Reconcile vendor invoices and monitor accounts to ensure payments are up to date.
5. Provide support in preparing funder reports and grant applications
6. Assisting with all aspects of the reception desk including assisting clients, mail processing and distribution, courier processing, scheduling boardroom bookings, ensure rooms and AV equipment is set up accordingly
7. Manage and maintain effective partner databases and project inventory systems;
8. Manage the research website and social media ensuring that data is updated as directed;
9. Liaise with the appropriate parties on office general maintenance, order program supplies, stationery and office equipment as directed;
10. Assist in coordinating arrangements for events, travel, meetings and training sessions, distributing supporting documents when necessary and as directed
11. Collaborate with the Administrative team and Medical Secretaries to ensure smooth operations of the health center, especially during peak period
12. Other duties as assigned.

QUALIFICATIONS:

1. You bring to this role a University degree or college diploma in Business Administration or applied sciences with two to five years of office experience, preferably in a healthcare and or research environment.
2. You must be proficient in MS Office applications i.e. Word, Excel, PowerPoint and Outlook.
3. You are able to plan, organize and prioritize workload and able to work in a fast-paced environment with minimal supervision and take initiative.
4. Knowledge of desktop publishing and/or creative aptitude is an asset.
5. Experience in computerized accounting software is an asset
6. Knowledge of racialized women's health and issues is an asset.
7. Knowledge of languages other than English is an asset.

REPORTING:

This position reports to the Manager of Population Health.

APPLICATION PROCESS:

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with the subject line: "**Administrative Assistant**" to the attention of:

Women's Health in Women's Hands Community Health Centre
Human Resources Department
recruitment@whiwh.com

APPLICATION DEADLINE:

Posted: January 6, 2023
Closing Date: January 20, 2023

COMPENSATION: Based on experience and qualification or \$40,732 with an annual step progression to a maximum of \$49,075

WHIWH is committed to reflecting the diversity of the communities it serves and we strongly encourage applicants who reflect Toronto's ethnic and cultural diversity and our priority populations.
We welcome and encourage applications from all qualified candidates
WHIWH is working towards gender equity in pay

**We thank all applicants for their interest; however,
only those selected for an interview will be contacted.**

WHIWH has a Covid-19 Vaccination Policy that requires employees to take part in COVID-19 vaccination programs recommended by public health authorities unless approved for an exemption request under the Ontario Human Rights Code. Compliance with this policy is mandatory for this position.