



Canadian Mental
Health Association
Ottawa
Mental health for all

Association canadienne
pour la santé mentale
Ottawa
La santé mentale pour tous

EXTERNAL POSTING

The Canadian Mental Health Association-Ottawa Branch (CMHA Ottawa) is an independent, community-based non-profit organization supporting individuals in the Ottawa area with severe and persistent mental illness and/or substance use disorder, many of whom are experiencing chronic homelessness or are vulnerably housed. We are dedicated to promoting good mental health, developing and implementing sustainable support systems and services, and encouraging public action to strengthen community mental health services and related policies and legislation.

CMHA is currently accepting applications for the following position:

Executive Administrative Assistant Permanent Union Exempt

Type of Position: Permanent Full-Time

Start Date: ASAP

Hours of Work: 35 hours per week, Monday to Friday, with flexibility to support morning and evening Board and Committee meetings

Salary: \$63,154 to \$73,728 per annum

POSITION SUMMARY:

The Executive Administrative Assistant reports to the Chief Executive Officer and supports their work, and the work of the Board of Directors, and People and Culture, through a range of administrative duties. The incumbent is expected to have a high degree of skill at calendar management, attention to detail, flexibility, and balancing competing demands. The incumbent is required to have demonstrated experience conducting themselves and carrying out their responsibilities in an organized manner, with sound judgment, diligence, confidentiality and a high degree of professionalism and situational awareness. The incumbent will be tasked with document and meeting preparation, drafting correspondence, and other confidential administrative work, including meeting and issues management. The Executive Administrative Assistant will regularly work closely with Senior Leadership, the Board of Directors, and key external stakeholders and partners.

Please see job description for a full list of responsibilities and duties.

Essential Minimum Qualifications:

Education: Post-secondary education (college diploma or university degree) or equivalent experience and training required; diploma/degree with a concentration in administrative services preferred.

Experience:

- Minimum 5 years' experience in office administration.
- Minimum 3 years' experience in providing executive-level support.
- Experience working with a Board of Directors.
- Experience in a unionized environment is preferred.
- Experience in the not-for-profit sector is preferred.

Language: English essential. Bilingual (French/English) preferred.

Vehicle: This is an in-office role, and the incumbent must have a reliable means of transportation to attend work in person. On occasion, they will require a vehicle with regards to preparation for Board meetings.

Desired Qualifications:

- Highly organized, able to balance competing demands and meet deadlines with minimal supervision.
- Excellent level of attention to detail, in both written documentation and verbal interaction.
- Demonstrated sound judgement and strict adherence to confidentiality.
- Demonstrated ability to manage the calendar of a senior executive, leadership team, and Board of Directors, including communicating effectively about meeting agendas and required preparation
- Experience in issues management and supporting systems to do so effectively
- Self-motivated, proactive, and dedicated to completing tasks with precision while remaining flexible to changing priorities.
- Excellent verbal and written communication skills.
- Advanced level of proficiency with computers, specifically Microsoft Office suite (Outlook, Word, Excel, PowerPoint)
- Some experience with project management preferred
- Presence and poise to regularly work closely with Senior Leadership, the Board of Directors, and key external stakeholders and partners.

Application Deadline: ASAP

Please submit a resumé to **Recruitment at recruitment@cmhaottawa.ca**.

The Canadian Mental Health Association (CMHA) is committed to developing inclusive, barrier-free selection processes and work environments. CMHA promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.

Applicants who receive a conditional offer of employment must produce a satisfactory Criminal Record Check, proof of academic achievement, and proof of COVID-19 vaccination.

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

JOB DESCRIPTION

Title: Executive Administrative Assistant	Program: Administration
Reports to: Chief Executive Officer	
Approved by: Chief Executive Officer	Signature:
Date Approved:	Date Revised:

POSITION SUMMARY:

The Executive Administrative Assistant reports to the Chief Executive Officer (CEO) and supports their work, and the work of the Board of Directors, and People and Culture, through a range of administrative duties. The incumbent is expected to have a high degree of skill at calendar management, attention to detail, flexibility, and balancing competing demands. The incumbent is required to have demonstrated experience conducting themselves and carrying out their responsibilities in an organized manner, with sound judgment, diligence, confidentiality and a high degree of professionalism and situational awareness. The incumbent will be tasked with document and meeting preparation, drafting correspondence, and other confidential administrative work, including meeting and issues management. The Executive Administrative Assistant will regularly work closely with Senior Leadership, the Board of Directors, and key external stakeholders and partners.

MAIN DUTIES AND RESPONSIBILITIES:

Executive Administrative Duties:

- Manages active electronic calendar for the CEO.
- Works closely and effectively with the CEO to inform them of meetings and appointments, and provide key documents needed for meeting preparation.
- Coordinates meetings with staff, leadership team, external stakeholders and key partners, and Board of Directors.
- Composes and prepares correspondence for the CEO.
- Drafts and prepares meeting materials for review by the CEO.
- Arranges the CEO's travel plans and itineraries.
- Prepares the CEO's travel claims and expense reports.
- Communicates with CMHA National Office and CMHA Ontario Division on administrative requirements.
- Carries out responsibilities with sound judgment, confidentiality, and a high degree of professionalism and situational awareness.

Support to Board of Directors:

- Oversees preparation, support, and distribution of Board materials on a regular basis.
- Liaises with Board for all meetings, correspondence, and follow-up actions.
- Records and distributes Board meeting minutes.
- Assists and provides additional support to members as required.

Additional Administrative Duties:

- Builds relationships and can communicate with all levels of the organization including staff, volunteers, partner agencies, and any other internal and external stakeholders.
- Takes minutes of meetings, recording action items and deadlines, and advises the CEO on status of critical issues in a systematic and planned way.
- Supports issues management to ensure critical and timely issues are systematically addressed in a planned manner
- Supports with project management planning
- Works with Director, People and Culture on ad hoc confidential administrative requests.
- Other duties as assigned.

Knowledge, Skills, and Abilities**Education, Designations and Certifications:**

- Post-secondary education (college diploma or university degree) or equivalent experience and training required; diploma/degree with a concentration in administrative services preferred.

Experience:

- Minimum 5 years' experience in office administration.
- Minimum 3 years' experience in providing executive-level support.
- Experience working with a Board of Directors.
- Experience in a unionized environment is preferred.
- Experience in the not-for-profit sector is preferred.

Language: English essential. Bilingual (French/English) preferred.

Knowledge:

- Knowledge of calendar/schedule management at a senior executive level
- Advanced knowledge of Microsoft Office suite (Outlook, Word, Excel, PowerPoint)
- Experience in issues management and supporting systems

Skills:

- Highly organized, able to balance competing demands and meet deadlines with minimal supervision.
- Excellent level of attention to detail, in both written documentation and verbal interaction.
- Demonstrated ability to manage the calendar of a senior executive, leadership team, and Board of Directors, including communicating effectively about meeting agendas and required preparation.
- Excellent verbal and written communication skills.
- Highly organized, able to multi-task and meet deadlines with minimal supervision.

Personal Suitability:

- Self-motivated, proactive, and dedicated to completing tasks with precision while remaining flexible to changing priorities.
- Demonstrated sound judgement and strict adherence to confidentiality.

- Presence and poise to regularly work closely with Senior Leadership, the Board of Directors, and key external stakeholders and partners.
- Ability to remain calm in stressful situations in a fast-paced role.
- There is an expectation of flexibility in scheduling work around urgent needs that may occur during evenings and weekends.

Minimum Requirements

- Must be able to legally work in Canada.
- Must be able to provide proof of academic achievement.
- Must be able to provide a satisfactory Criminal Record Check.
- Must be able to provide proof of vaccination status in compliance with agency policies.

Travel

- This is an in-office role, and the incumbent must have a reliable means of transportation to attend work in person, including early mornings and occasional evenings.
- On occasion, they will require a vehicle with regards to preparation for Board meetings.

Work Environment

- Works in a standard private office.
- Works under short time deadlines.
- Works outside of normal business hours as required.

Physical Demands

- Ability to use a computer at an adjustable ergonomic sit-stand desk for extended periods of time.

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 of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

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