



JOB POSTING

WellFort is now recruiting an Executive Assistant 0.8 FTE!

WellFort is a non-profit, values based organization that provides health promotion and prevention programs, primary health care and works with local residents and other agencies to increase community capacity. Members of the WellFort family include Bloom Clinic, Bramalea CHC, Diabetes Education Program, Four Corners, and Health n' Smiles. WellFort is committed to providing inclusive, accessible and sustainable programs and services to a diversely rich community through its service delivery philosophy; Open Focused Care. We are seeking individuals with a passion and commitment towards innovation and an inclusive workplace that respects and values the diversity of every individual.

RESPONSIBILITIES

- Responsible for all Board administrative tasks such as Corporate minutes, workplans, reports, forms, files, intranet, monthly packages, mail and record keeping.
- Responsible for administrative tasks on behalf of the Chief Executive Officer.
- Responsible for broader organizational administrative systems such as phone trees, staff lists, policy updates, forms, and style guide.
- Maintains information sources such as intranet, shared drive, websites, and databases
- Internal newsletters and other staff and client communication
- Creating, maintaining and securing of confidential and sensitive documents.

QUALIFICATIONS

- Post-secondary training in business administration and/or communication, or related field or a combination of related work experiences
- Two years' experience in a similar position in a community based organization
- Excellent communication skills, including experience with report writing, job descriptions, newsletters, research and creating flyers.
- Proficient in software programs such as MSOffice, Apple applications, InDesign and Photoshop
- Ability to work independently and collaborate effectively in a team environment.
- Interest in community health or social services an asset.
- Fluency in languages relevant to the residents of Peel an asset.
- Ability to be discreet with confidential and time sensitive documents and materials

The successful candidate will demonstrate a willingness to participate in WellFort's commitment to becoming an inclusive, barrier free health centre and an ability to work in an interdisciplinary team.

WellFort is a respectful, caring, and inclusive workplace. We are committed to embracing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the requirement process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

This position requires flexibility in hours of work to support accessible program service delivery and our hours of operation. As such the position entails evening and weekend work.

Salary: 35,168 - 42,371 for four days per week, plus benefits package that includes HOOPP pension (one of the best) and full medical and dental.

Interested applicants may send resume and cover letter to hal.delair@wellfort.ca