



JOB POSTING

Administrative Assistant

The Inner City Health Associates (ICHA) is a group of approximately 90 physicians who predominantly provide short-term transitional health services to homeless or marginally housed people in Toronto. ICHA is funded by the Ontario Ministry of Health and Long Term Care. We are a specialized service for high needs homeless individuals who are able to access, or who face significant barriers to accessing primary care or community psychiatric health care in other settings. We aim to transition client care to other community-based providers whenever possible. For more information about what we do, visit our website at: <http://www.icha-toronto.ca>.

Reporting to the Director of Operations of Inner City Health Associates (ICHA) the Administrative Assistant provides administrative, organizational and secretarial support to the organization. Working closely with the Director of Operations, Medical Director and the ICHA Board, the position will coordinate and plan Board meetings, retreats, the AGM and the achievement of Board Governance objectives. The Administrative Assistant will also organize meetings, draft, type, and edit documents and presentations. The position is responsible for the preparation of the monthly newsletter and maintenance of the organization's website while also supporting the educational activities of the organization.

DUTIES AND RESPONSIBILITIES:

- Coordinate the activities of the ICHA Executive and Board collecting CVs, Proxy and attendance while compiling motion lists and governance strategies.
- Provide administrative support to the ICHA Board, Executives and Staff with scheduling, documentation, letters, meeting minutes/agendas, reports, forms, presentations, teleconference lines and catering services
- Assist in the assembly and communication amongst Board committees and their members
- Maintain the orientation package for new board members
- Sustain the filing system for ICHA, including cloud sharing programs for office staff
- Collectively review and update office procedures with the administrative team
- Collate and format the annual report
- Prepare and develop content for the monthly newsletter, inviting contributions from ICHA membership
- Provide support to ICHA's accountant when required

- Keep ICHA's website content up to date re: news items, sites, contact info, members, etc. while consistently checking for 404 errors
- Assist with arranging and managing events and workshops as assigned.
- Support physician activities within ICHA including applying for accreditation, continuing professional education and credentialing.
- Aid the ICHA Education Lead by tracking student electives and facilitating the onboarding process.
- Work with Population Health Lead to manage the processing of research proposals including preparation of data sharing agreements once approved
- Provide coverage for the Virtual Office Assistant during absences and high-volume periods including prescription refills, processing of faxes and referrals
- Provide interim coverage and support to other ICHA staff as required.
- Other duties, as required.

QUALIFICATIONS:

- University or college degree from a recognized Canadian University **or equivalent.**
- Advanced computer skills in a Microsoft Office Applications (Word, PowerPoint, Excel, Outlook) and desktop publishing
- 2 - 5 years of experience in administration or a related area
- Experience providing administrative support to Boards
- Experience in a healthcare setting preferred
- Excellent written and verbal communication skills
- Self-directed with an ability to organize, plan, prioritize and multi-task
- Ability to work in a small organization as part of a committed team with fluidity in roles and responsibilities
- Open minded, non-judgmental with a commitment to upholding the rights and dignity of all people and respecting their diversity
- Demonstrated good judgment and discretion; compliance with confidentiality requirements
- *Persons identifying as having lived experience of homelessness are particularly encouraged to apply*

Work Environment, Travel and Salary:

- The position will be based at the Inner City Associates Office on 59 Adelaide St E and requires minimal physical effort.
- The position is based on a 37.5 hour week with a competitive salary. An attractive benefits package is included.

Start Date: Immediate

Inner City Health Associates is committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.