



### Internal/External Job Posting

<b>Position:</b>	Executive Office Coordinator	<b>Job Status:</b>	Permanent Full Time
<b>Required Shifts:</b>	Days, evenings, and weekends	<b>Reports to:</b>	CEO
<b>Hours of Work:</b>	1.0 FTE (37.5 hours weekly)	<b>Hourly Rate:</b>	TBD
<b>Location:</b>	Belleville	<b>Union/Non-union:</b>	Non-Union
<b>Date Posted:</b>	November 17, 2023	<b>Closing Date:</b>	November 27, 2023, at 4:30PM

**Please note: This is a HYBRID position**

**Position Summary:**

The Executive Office Coordinator will report to the CEO and plays a critical role in the effective operations of the organization’s success. As the lead support for the CEO and Board of Directors, the Executive Office Coordinator handles complex and confidential administrative tasks, analytical, research and project management duties, such as providing critical administrative and clerical support to the CEO and members of the Board of Directors, coordinating events, and supporting Board recruitment activities.

CMHA HPE is a community-based agency providing a range of client-centred services and supports throughout Hastings and Prince Edward Counties to individuals 16 and older. Services can be provided in the individual’s home environment, office setting or in the community. All services are confidential and offered at no cost to the individual. We value our people, staff and clients alike, innovation, and collaborative teamwork.

**Minimum Qualifications & Experience:**

- Completion of post-secondary education in a business or office administration program
- Minimum 5 years’ experience in a senior or executive level administrative support position
- Demonstrated experience supporting the activities of a volunteer Board of Directors is required; healthcare not-for-profit experience is considered an asset
- Proven ability to effectively prioritize workflow to meet deadlines while maintaining a high level of quality and accuracy
- Strong writing, analytical, and critical thinking skills, and the ability to synthesize and present complex data
- Strong verbal and interpersonal communication skills, diplomacy, good judgment, and confidentiality
- A high degree of independence and initiative and tolerance for ambiguity
- Readily adaptable to learn new process and respond quickly to changing priorities
- High degree of comfort building relationships and interacting with influential community and business leaders
- Professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners
- Demonstrated ability in working effectively in a collaborative team culture
- Strong working knowledge of MS Office 365, including Word, Excel, PowerPoint, Outlook, SharePoint, and Teams
- Understanding of project management principles and systems
- Must possess a valid Ontario Drivers License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- Required to provide a satisfactory criminal reference check (CRC) prior to hire

*Please note: Duties and responsibilities are subject to change in the future.*

**Applications: Please submit a resume and cover letter quoting competition number 2023-076 to [careers@cmhahpe.ca](mailto:careers@cmhahpe.ca) prior to the closing date of November 27, 2023, at 4:30PM.**

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*