 

**Executive Assistant, Ontario Osteoporosis Strategy**

**Position Type: Full time**

**Location: North York, Toronto**

**Osteoporosis Canada**, a registered charity, is the only national organization providing services to people who have, or are at risk for, osteoporosis. OC is a volunteer-driven organization which works to educate, empower and support individuals and communities in the risk reduction and treatment of osteoporosis.

**Background:**

Osteoporosis is a highly debilitating condition and the single most important cause of fractures among men and women over the age of fifty. At least one in three women and one in five men will suffer from an osteoporotic fracture during their lifetime.

**Ontario Osteoporosis Strategy (OOS):**

In February 2005, The Ministry of Health and Long-Term Care announced the launch of Ontario's first *Osteoporosis Strategy*. The goal is to reduce fractures, morbidity, mortality and costs from osteoporosis through an integrated and comprehensive approach aimed at health promotion and disease management.

Osteoporosis Canada is playing a leading role in implementing this multi-pronged Strategy along with the other stakeholders, particularly in increasing understanding of osteoporosis and related fractures, promoting better bone health and educating health care professionals about this disease.

**Job Summary:**

The **Executive Assistant, Ontario Osteoporosis Strategy** will be responsible for supporting the Director, Ontario Osteoporosis Strategy and requires the exercise of independent judgment, computer skills and coordination of internal and community activities.

**Key responsibilities:**

General Administrative:

* Assist with preparing operating plans and collate/submit regular reports
* Manage inventory of educational material and office supplies, including procurement/ordering and implementing financial controls;
* Plan and manage internal and external meetings, ensuring appropriate venues and negotiating with vendors/hotels;
* Attend committee meetings, prepare and distribute minutes, agendas and other documentation in support of the meetings;
* Maintain an information storage and access system for all records, processes and correspondence related to the Strategy;

Financial responsibilities:

* Monitor and track financial transactions, check expense reports and invoices; ensure cost estimates are obtained and approvals tracked are as per policy
* Assist the Director with preparing budgets, financial tracking and reporting
* Coordinate financial transfers to OOS stakeholders; monitor and check financial reports submitted by them

Human Resources:

* Assist with recruitment of OOS Staff i.e. arrange job postings, shortlist applications, schedule interviews, provide documentation for interviews, assist with reference checks and organize orientation schedules;
* Maintain OOS staff lists and organize celebratory events as required

Communications:

* Assist with internal and external communications; preparation of presentations and speaking notes;
* Liaise with OOS stakeholders and set up meetings as required
* Receive and screen communications, including telephone calls and e-mails, and use judgment and discretion to prioritize, channel, and facilitate communication;
* Assist with building online presence of OOS, including monitoring social media and web metrics
* Coordinate with design and print vendors for print/digital communication material

**Qualifications:**

* Minimum of 3 years’ experience in a senior administrative assistant role.
* Highly motivated, with a demonstrated ability to be self-directed, working independently with minimal supervision and as part of a diverse team; effectively collaborate with multiple stakeholders;
* Advanced IT skills expected; Familiarity with Microsoft Teams/SharePoint/OneDrive as well as Zoom conferencing would be an asset
* Excellent time management and organizational skills
* Superior interpersonal, verbal and written communication skills;
* Bilingualism (English/French) would be highly valued;
* Some travel is required

**Salary: $55,000**

**Submit resume and cover letter by June 16th, 2023 to:** [oosrecruiting@osteoporosis.ca](mailto:oosrecruiting@osteoporosis.ca)

**Subject line in your email should read “Executive Assistant-OOS”**

**On request, Osteoporosis Canada accommodates the needs of all applicants with disabilities in our hiring process.**

**No phone calls please. Only those candidates selected for an interview will be contacted.**

*Osteoporosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status. We will be happy to work with applicants requesting accommodation at all stages of the hiring process.*

*As part of OC’s commitment to health and safety, it is a condition of employment that you be fully vaccinated against COVID-19 with a vaccine approved by Health Canada.  You will be required to provide proof that you have had your 2nd vaccine shot (or your first vaccine shot if you received Janssen (Johnson & Johnson)) at least fourteen (14) days prior to your start date.*