



Job Description

IDENTIFICATION

Title – English	Executive Assistant
Reports to	Executive Director
Start date	January 2019

PURPOSE

The *Executive Assistant* responsible for providing administrative support to the Executive Director and for organizing the activities of the President, Board of Directors, the Executive Committee, the Leadership Development Committee and other groups as required.

RESPONSIBILITIES

Executive Director

- Ensure Executive Director is well briefed for meetings and appointments with appropriate materials
- Organize the Executive Director's schedule - arrange appointments, make reservations and travel arrangements
- Open, sort, and distribute incoming correspondence
- Compose routine responses and draft replies for review and signature
- Maintain file of outstanding correspondence, and work to ensure timely responses
- Draft letters for Executive Director's signature
- Help prepare PowerPoint and other presentations
- Schedule internal and external meetings with government officials, members of allied organizations and other stakeholders

President, Board of Directors, Executive Committee and Leadership Development Committee

- Organize face-to-face meetings and teleconferences for all groups, including
 - Create first draft of agenda(s) for Executive Director review
 - Preparation and distribution of meeting materials
 - Coordination of hotel accommodations and travel
 - Arranging catering and audio-visual support
 - Take minutes and finalize after review by Executive Director
- Organize the President's schedule - arrange appointments, manage communications and make travel arrangements
- Develop and maintain a bring-forward system to ensure timely follow-up on action items from Board meetings and Executive Committee teleconferences
- Ensure electronic files of meeting minutes are kept current
- Handle logistics and scheduling for elections of the Board of Directors
- Support other governance-related initiatives as needed

Other

- Organize staff, board and other travel requiring reward points (e.g. Aeroplan)



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- Schedule the activities of other working groups as requested by Executive Director
- Provide logistics for activities and recognition of members representing CPS to external organizations
- File and retrieve organizational documents, records, and reports

Other duties as assigned to meet the business needs of the organization.

EDUCATION, PROFESSIONAL DESIGNATION(S) & EXPERIENCE

- College diploma in Administration or a minimum of five years' administrative experience, preferably in an association, or health related environment in the not-for-profit sector

ESSENTIAL SKILLS

The Canadian Paediatric Society (CPS) uses the Microsoft Office suite of products and all staff are required to be proficient in the use of these tools.

- Excellent knowledge of Microsoft suite, especially Outlook, Word, Excel and PowerPoint
- Bilingual essential – English / French – strong oral, comprehension and written skills
- Proficiency with online surveying tools (i.e. Survey Monkey)
- Strong English writing skills (for letters and minutes)

PERSONAL ATTRIBUTES

As a small but complex national organization, the CPS is a collaborative workplace. Staff are supportive, flexible, and interested in how they can support each other's work. Success of the CPS depends in part on our public profile and reputation as a credible, evidence-based organization. As such, staff take great care in the organization's products and communications, from emails to letters to our websites.

- Exception attention to detail and superior organizational skills
- Demonstrated ability to multi-task with minimal direction, exercising a high level of discretion
- Excellent interpersonal, written and oral communication skills
- Ability to exercise good judgment, show initiative and be proactive
- Proven ability to effectively prioritize work flow to meet priorities
- High standards of ethics and confidentiality to handle sensitive information
- Extremely detailed oriented

WORKING ENVIRONMENT & TRAVEL

The majority of the work performed at the CPS is in a clean and comfortable office environment. In general, all roles within the CPS requires extensive use of a keyboard and mouse and spends a significant portion of the day concentrating, interacting (in person or by phone), typing and reading at a work station or office. Regular use of typical office equipment (photocopier, printer etc.) is required as is



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moving about the office to use the equipment. Occasionally this role may be required to stand, to present information verbally (formally or informally at meetings) and to lift or move office supplies weighing no more than 3 to 5 lbs.

The unique requirements of this position includes

- Ability to attend monthly teleconferences in the evenings (once a month and as needed)
- Ability to travel once a year for the annual conference (normally 5 to 7 days in late May / early June)
- Ability to work one weekend a year, (normally November), to attend the Board of Director meetings (normally in Ottawa)
- Ability to work overtime on an infrequent basis, at other times of the year, to meet organizational deadlines

CPS EMPLOYEE VALUES

The CPS and its members work to improve the health and well-being of Canadian children and youth. CPS employees liaise with paediatricians, other health professionals, allied organizations and others involved in child health. While each staff member brings a unique mix of skills and experience to their position, we also commit to reflecting the CPS mission in how we approach our work. As such, CPS staff are expected to:

Demonstrate **responsiveness** by:

- Responding promptly and thoughtfully to the needs of colleagues, volunteers, members and others
- Identifying needs, solutions, or potential improvements
- Looking for opportunities to improve the experience of volunteers, members and others who interact with the CPS
- Building positive long-term relationships

Demonstrate **ethics and integrity** by:

- Acting with honesty, integrity and responsibility
- Maintaining high standards when interacting with colleagues, members, volunteers or other stakeholders
- Reflecting the CPS mission and values in actions
- Respecting each other's contributions and challenges
- Feeling confident to bring forward concerns about the actions of another

Demonstrate **commitment and collaboration** by:

- Showing enthusiasm and energy about one's work and the work of colleagues and the CPS
- Helping define goals and outcomes that help advancing the mission of the CPS
- Being positive, even in the face of are challenges, remembering that everyone has the best interests of the organization at heart

To apply for this position please send a résumé and cover letter, including salary expectations, detailing why you are right for this position and referencing the job title in the subject line, to hr@cps.ca.



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The application deadline is **4 p.m. ET, Friday, January 25, 2019** though interviews may be scheduled sooner.

The CPS welcomes and encourages applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.

The CPS is a scent-free and smoke-free environment.

For more information about CPS, visit www.cps.ca.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. No agencies or phone calls, please.