



JOB POSTING

**We are currently seeking the ideal candidate to fill the position of:
Executive Assistant**

About Black Health Alliance

The Black Health Alliance is a community-led registered charity working to improve the health and well-being of Black communities in Canada. Building on our track record as an effective mobilizer and champion, we continue to grow our movement for change. Driven by groundbreaking research, strong partnerships, and dedicated people, this movement continues to build innovative solutions to improve Black health and well-being, and mobilize people and financial resources to create lasting change in the lives of Black children, families and communities.

Role Overview

We are seeking an Executive Assistant for an amazing opportunity to play a critical role building the backbone and supporting the important work being done at Black Health Alliance. The Executive Assistant's core function will be to support the Executive Director and broader BHA team across a few areas including: supporting the Executive Director office, administration, office management, and team engagement opportunities. The role will require the ability to stay organized and flexible across many competing priorities. This position reports to the Executive Director.

Role Scope:

Administration

- Manage scheduling for Executive Director meetings + management team meetings
- Manage Executive Director's time allocation effectively throughout the week and keep calendar up to date
- Manage organizational administrative affairs (e.g. flights, transportation, phone plans)
- Perform ad hoc requests made by the management team (e.g. COVID sign-in process)
- Take meeting notes and follow up accordingly on actions and next steps

Office Management

- Manage our office (e.g. access, supplies, repairs/projects, deliveries, AV setup etc.)
- Facilitate IT support and deployment for the office and new hires' remote setups (e.g. laptops/monitors)

Culture

- Support development and scheduling of team events and workshops
- Be a core culture carrier of the organization and work to build the BHA culture and vision

- Provide support to the team in executing programs
- Answer team queries
- Prepare materials and speaking notes for key meetings and presentations
- Follow up with other management or colleagues on key asks or requests

Core Competencies

- Demonstrated understanding of the effects of anti-Black racism on Black populations rooted in lived experience, and demonstrated experience (lived or work) working with Black communities and organizations.
- Experience working through and applying an anti-oppressive framework to work and working environments
- Proficient use of various office based software including Microsoft Office suite
- Expertise in a computerized remote environment
- Experience working with confidential material
- Strong organizational, time management and communication skills
- Experience as an executive assistant, office manager, event planner, customer service or other similar types of roles
- Ability to work effectively, cooperatively, and diplomatically with students, staff, committees, and the public
- Demonstrated understanding of anti-Black racism rooted in lived experience
- Experience working in an anti-oppressive framework
- Ethics and Integrity
- Able to work independently as part of a team

Requirements

- A minimum of two years experience in a Non-Profit or Charity setting.
- Strong business acumen (developed through school or experience), with preference given to a community development focus, or equivalent.
- Previous experience as an Administrative Coordinator, or relevant role, considered an asset.

Assets

- Multi-lingual (French etc.)
- Experience in a Non-Profit/Charity setting
- Familiarity with working with personnel management software such as *Collage*
- An understanding of the healthcare system and health equity related to Black populations

INFORMATION ABOUT THE POSITION

Work Conditions

- Black Health Alliance is currently using flexible hybrid working model, where employees can opt to work from home or in our offices
- This role will require in-person interactions with stakeholders
- The standard work week is Monday to Friday, some evening or weekend hours are anticipated
- Changes to shift start and end times may be required based on operational needs

Salary

- Remuneration will be dependent on qualifications and experience
- Annual Salary Range: \$52,000 - \$70,000
- Black Health Alliance offers extended health benefits and a wellness spending account to all full-time employees

Black Health Alliance Commitment to Equity

The Black Health Alliance is committed to being an equitable employee and to creating a workplace culture of inclusiveness that reflects the diversity of the people that we serve. As an organization focused on improving the health and well-being of Black communities we strongly encourage and prioritize applications from persons that represent the diversity of Black communities including people living with disabilities, and people from gender, and sexually diverse communities to apply.

Accommodations and Accessibility:

*The Black Health Alliance provides employment accommodation during the recruitment process. Should you require **any** accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at opportunities@blackhealthalliance.ca*

Application Process

Qualified applicants should forward a cover letter and resume indicating “Application for Executive Assistant” in the subject line to: opportunities@blackhealthalliance.ca

While we thank all individuals for their interest, only those selected for an interview will be contacted.

POSITION WILL BE POSTED UNTIL FILLED