

Executive Assistant to Executive Director

The Canadian Mental Health Association – Cochrane Timiskaming Branch is currently recruiting an Executive Assistant to Executive Director for its Timmins office. In keeping with the Mission, Vision, Values of the Canadian Mental Health Association – Cochrane Timiskaming Branch (CMHA-CT), the Executive Assistant performs a senior administrative role within the organization by providing administrative and operational support to the Executive Director (ED), the Board of Directors, and other members of the leadership team.

Qualifications:

1. A post-secondary degree or diploma in a relevant field; administration / business or equivalent program;
2. A minimum of three years experience in a variety of administrative roles, two years of which have been at a senior level preferred where there has been regular engagements with the public;
3. Excellent interpersonal and organizational skills;
4. Excellent oral and written communication skills in both official languages required;
5. Excellent problem-solving and decision-making skills;
6. Ability to maintain confidentiality;
7. Strong computer skills including database, web, and Windows Office Suite;
8. Ability to work independently and co-operatively as part of a team;
9. The ability to provide services according to a work schedule determined by the employer and according to the needs of the organization;
10. Ability to travel to various satellite offices throughout the Cochrane and Timiskaming Districts as required.

Language Requirement: Bilingualism, English and French, is required. In accordance with our designation under the French-Language Services Act, if no bilingual candidates (both internal and external) meet the qualifications of the position, English speaking candidates may be considered.

Hourly Rate: \$28.46 - \$33.51

For a complete job description, please contact Human Resources by e-mail at humanresources@cmhact.ca. This is a permanent full-time position, located in Timmins. We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and spirited employees who are committed to improving the lives of those who rely on us for support. CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.

Interested candidates should submit a cover letter and resume focused on personal achievements relevant to the position to: humanresources@cmhact.ca

CMHA-CT has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health; unless they are approved for a human rights accommodation from CMHA-CT. Compliance with this policy is mandatory for this position.

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch and the important work we do, visit us at www.cmhact.ca.

Please advise Human Resources if you will require accommodation in accordance with the Ontario Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate. We would be pleased to assist you. We thank all applicants for their interest in this employment opportunity. We will contact those candidates who are invited to participate in an interview.