



**Out of Scope  
ADMINISTRATIVE ASSISTANT  
Permanent 1.0 FTE**

The core function of the Administrative Assistant is to provide confidential and high-level executive support to the Executive Director, Chief Operations Officer, Member and Public Relations Director, CHSA Board of Directors, Saskatoon Community Clinic Foundation and the Community Health Co-operative Federation Ltd. The Administrative Assistant works collaboratively with other members of the administrative support team to provide support and coverage as necessary.

**SPECIFIC ACCOUNTABILITIES**

Executive Director, Chief Operations Officer, Member and Public Relations Director

- Manage their calendars including determining priorities of appointments, booking meeting locations, preparing agendas in a timely fashion, compiling and distributing related background material as appropriate, recording minutes and following up where required, and assisting in creating and organizing visual presentations;
- Coordinates travel arrangements and accommodations in addition to submitting and verifying mileage, expenses and payroll.
  - Ensure that CHSA membership database (MemberTies) is updated and maintained, generate reports, and monthly mailings;
  - Generate new member list for review by the CHSA Board of Directors. Once approved create, mail and file the welcome letters;
  - Compile, collate and summarize member survey data on monthly basis.
- Support Executive Director, Chief Operating Officer and Member and Public Relations Director with event coordination as required.

Leadership Team and Medical Group

- Attend Leadership Team meetings, records, files and communicates minutes of the meetings.
- Assists with continuous organization improvement by identifying issues and participating in strategic planning, and process evaluation.
- Updates and maintains the Employee Policy Manual, ensuring revisions are communicated to staff through internal newsletter;
- Completes EMR tasks in the absence of the Confidentiality Secretary, ensuring continuity or patient care and work flow.
- Reviews internal staff newsletter to validate the content, ensure proper formatting and that visual appearance is appropriate and engaging.

Community Health Services (Saskatoon) Association (CHSA), Saskatoon Community Clinic Foundation (SCCF) and Community Health Cooperative Federation LTD (Federation):

- The CHSA Board Secretary shall attend all meetings of the Co-operative, and of the Board, keep correct minutes of same, and keep the Board informed with respect to the minutes of any special committee meetings. The Secretary shall, with the President, sign, execute and deliver all deeds and conveyances of real or personal estate, all agreements for sale or purchase of land, all mortgages, leases and other legal documents which the Board of Directors may order executed. The Secretary shall conduct the correspondence of the Co-operative and shall have charge of all records, books, papers, documents, and the corporate seal of the Co-operative.

- Coordinates intake process and correspondence for application for Foundation grants; reports to board and notify applicants.
- Submits business information to the ISC Corporate Registry for filing in compliance with government requirements in Saskatchewan.
- Creates acknowledgement letters for Foundation donations.

**QUALIFICATIONS AND EXPERIENCE:**

- Completion of an Office Administration Certificate (or similar education) from a recognized post-secondary institution.
- Minimum three years relevant office experience as outlined in the job description.
- Proven experience providing assistance at a senior management level including board support, preferably in healthcare, a co-operative, or public sector environment.
- Completion of medical terminology is required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Advanced word processing and advanced spreadsheet skills, data base and graphic programs;
- Ability to effectively manage high volume of work, navigating frequent interruptions, completing priorities, tasks and tight deadlines;
- Excellent organizational, analytical, and problem-solving ability required;
- Ability to be adaptable to change and support others with the process.
- Ability to deal discreetly with and maintain strict confidentiality of confidential information;
- Ability to be self-directed and to work with minimal direction and supervision;
- Ability to communicate clearly, orally and in writing;
- Ability to work co-operatively and effectively as a member of multi-disciplinary team.
- Ability to deal courteously and tactfully with others, including good judgment with regard to people’s needs’ and referring clients and others to the appropriate director or manager.
- Knowledge of, and compatibility with, the philosophy and policies of the Community Health Services Association.
- Excellent organizational, analytical, and problem-solving ability required;
- Experience with EMR, is considered an asset.
- Ability to work evenings and weekends is required. The position requires flexible hours to provide timely support.

Salary: As per SAHO’s OOS Compensation Plan 2022

Hours: Permanent 1.0 FTE

Reports to: Executive Director

We are committed to employment equity and welcome applications from all qualified candidates. People of Indigenous ancestry, people with disabilities, and/or visible minorities are invited to identify themselves as members of these designated groups when they apply.

Apply with resume by March 26, 2025 to: Human Resources  
 455 2nd Avenue North  
 Saskatoon, SK S7K 2C2  
 Email: [jobs@communityclinic.ca](mailto:jobs@communityclinic.ca)