



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

The Saskatoon Community Clinic is a primary health care service provider. Its vision of healthy people in a healthy community is based upon the core values of: collaboration, accountability, engagement, equity and people centered.

This position provides high-level administrative and executive support to the Leadership Team and governing bodies of the Saskatoon Community Clinic, including the Community Health Services (Saskatoon) Association (CHSA), the Saskatoon Community Clinic Foundation (SCCF), and the Community Health Cooperative Federation. The Administrative Assistant works collaboratively with other members of the administrative support team to provide support and coverage as necessary.

**SPECIFIC ACCOUNTABILITIES**

- **Executive Support:** Manage executive calendars, coordinate meetings, prepare agendas and materials, record and distribute minutes, follow up on action items, and assist with presentations. Arrange travel, process expenses, and support event coordination.
- **Membership Administration:** Maintain and update the CHSA membership database, generate reports and mailings, process new memberships, and compile member survey data.
- **Leadership and Organizational Support:** Attend and record meetings, assist with policy manual updates, contribute to strategic planning and process improvements, review staff communications, and complete EMR tasks when required.
- **Board and Governance Support:** Act as Secretary for the CHSA Board, SCC Foundation and Community Health Cooperative Federation, maintaining official records, minutes, and correspondence; ensure execution of official documents; coordinate grant applications and reporting for the Foundation; prepare donor acknowledgment letters, and file required documents with corporate registries.

**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 (under review).
- 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, persons with disabilities, and/or visible minorities are invited to identify themselves as members of these designated groups when they apply.

Apply with resume by October 22, 2025 to: Human Resources  
455 2nd Avenue North  
Saskatoon, SK S7K 2C2  
Email: [hresources@communityclinic.ca](mailto:hresources@communityclinic.ca)