



Lanark County Mental Health

Listening To Understand

Position: Assistant to the Executive Director / Administration Supervisor
Reports To: Executive Director

Job Status: Permanent Full Time

Union/Non-Union: Non-Union

Location: Smiths Falls and/or Carleton Place

Closing Date: May 5, 2021

Lanark County Mental Health (LCMH), sponsored by the Perth and Smiths Falls District Hospital, serves as the lead community-based mental health agency responding to Lanark County adults and transitional aged youth.

JOB SUMMARY:

This role will appeal to a passionate and motivated individual who values the community and who is eager to support a growing organization and an energetic team. Reporting to the Executive Director, the Executive Assistant / Administration Supervisor will be responsible for supervising a small team of administrative clerical staff, as well as manage and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety.

This position performs a wide variety of administrative and executive support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of the Office of the Executive Director. This position is expected to exercise good judgement and have a genuine appreciation for and understanding of confidentiality, protocol, discretion and professionalism, is able to accept and assume responsibility, and have the ability to interpret and make decisions in accordance with prescribed procedures and practices of the program.

The position is accountable for establishing work priorities and for organizing and delegating tasks to ensure that work of the administration team is completed and deadlines are met

DUTIES AND RESPONSIBILITIES:

Assistant to Executive Director:

- Assist primarily the Executive Director in the organizational, financial, and personal administration on a daily basis. This includes managing their agenda and assisting with meeting preparations and correspondence. Your day-to-day support will be critical, so they can focus on achieving the organization's long-term strategic goals.
- Communicate and handle, on behalf of the Executive Director, incoming and outgoing communications

- Write, format, copy, distribute, file and retrieve correspondence, meeting minutes, reports and documents of a routine or confidential nature for the Executive Director
- Prepare materials, reports, and presentations for Executive Director's meetings, management and staff meetings, committees, and off-site meetings; Organize the logistics of board meetings and other key internal meetings and events
- During the absence of the Executive Director use initiative and judgement to see that matters requiring attention are referred to delegated authority and appropriately handled in a timely manner
- Track and monitor financial and personnel reports, and liaise with hospital finance team to ensure coordination
- Prioritize and manage multiple projects simultaneously; follow through on issues in a timely manner
- Lead short-term projects and initiatives as required or requested by the Executive Director
- Assist senior leadership as delegated by the Executive Director
- Other related tasks as assigned by the Executive Director

Administration Supervisor:

- Supervise a team of approximately 3-5 administrative clerical staff
- Assign work and provide direction to clerical team and ensure effective and appropriate coverage
- Manage and develop information technology systems and resources
- Negotiate contracts and service level agreements for third party suppliers and/or service providers
- Manage janitorial, repair, and maintenance service provider contracts and service level agreements
- Tracks office and program expenditures
- Act as liaison with public relations team managing website, fundraising strategy, and social media posts for community awareness

REQUIREMENTS:

- Have an analytical mind with exceptional writing skills
- Have an engaging personality and interpersonal aptitude
- Be driven by passion to make a change in a non-profit environment
- Personnel and office management expertise with the ability to work with minimum supervision, frequent interruptions and comfortable managing a diverse workload
- Advanced computer skills and comprehensive knowledge office technologies and their applications including but not limited to Windows, Microsoft Office Applications, Client Record Management System, knowledge of database functions, internet, etc. Increase knowledge base as software/equipment is updated with the newest technologies.



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QUALIFICATIONS:

Previous success in office management

Minimum 2 years in personnel management, and 3 years recent experience as an executive assistant, preferably in the Health Care or Social Service Sector.
Completion of an administration or office management diploma, or Bachelor's degree preferred.

Closing Date: May 5th, 2021

Applicants are to apply in writing to the attention of Paula Kerr at pkerr@lanarkmentalhealth.com before 4:00 pm on the closing date.