



Job Posting #2025-052
Internal/External Posting
Posting Date: June 20, 2025
Closing Date: July 4, 2025
Union: Exempt

EXECUTIVE ASSISTANT FULL TIME PERMENANT POSITION

1.0 EFT (40 Hours Per Week)

HOURS OF WORK: Days, (Occasional evenings and weekends may be required)

START DATE: As soon as possible

Klinic Community Heath is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

POSITION SUMMARY

Reporting to the Executive Director, the Executive Assistant is responsible for providing executive level administrative support to the Executive Director, Klinic Board, Director team and to the Human Resources function.

The preferred candidate will have excellent organizational skills, a professional work style and contribute to a collaborative team environment. They must have a proven ability to maintain confidentiality when handling sensitive information and confidential documents, the ability to take precise minutes, have strong written and verbal communication skills and will have a high level of proficiency in MS Office Suite.

They will be responsible for preparing organizational documents including policies, board governance materials , handling information requests, preparing correspondence and various communications, arranging organizational events, and scheduling meetings.

QUALIFICATIONS:

- Completed high school education Manitoba Standards, required
- Post Secondary Diploma in Business Administration, or relevant discipline, preferred
- Minimum 5 years' experience providing administrative support at a senior level, including two (2) years working directly with an Executive Director / Board of Directors
- Training and Advanced proficiency with computerized systems (Microsoft Office Word, Excel, Access, Outlook, PowerPoint and SharePoint) required.
- A combination of education and experience may be considered
- Typing speed 65 wpm

- Excellent verbal and written communication skills with proven ability to interact positively with internal and external stakeholders
- Ability to maintain confidentiality

REQUIREMENTS:

- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks
- Ability to use a wide variety of computer software
- Ability to compose correspondence on behalf of the Executive Director / Directors / Managers
- Strong interpersonal and project management skills
- Attention to detail, especially with written work

EXPERIENCE:

- Demonstrated organization skills including the ability to anticipate, plan, initiate and monitor multiple activities, timelines and requirements
- Five years directly related experience required including:
 - Scheduling and coordinating meetings in computerized calendars (Outlook)
 - Recording and preparing minutes and agendas
 - Maintaining spreadsheets and databases
 - Preparing policy and governance frameworks
- Previous healthcare or non-profit experience preferred
- Experience working with Payworks payroll an asset
- Excellent interpersonal and administrative skills
- Ability to work in a dynamic, fast-paced environment
- Experience with and commitment to Reconciliation, and to dismantling racism and oppression within policies, procedures and practices.
- Commitment to promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstance

RESPONSIBILITIES:

- Prioritizes and organizes Administrative activities for the Board / Board Committees / Executive Director / Directors throughout the organization
- Manages and maintains the Executive Director's calendar and schedule as required
- Schedules, provides notice and manages meeting logistics as requested by the Board and Leadership
- Supports Human Resources activities such as job postings, letters of offer, and employee onboarding
- Types, formats and proofreads material such as briefing notes, correspondence, minutes, agendas, manuscripts, policies, procedures, templates and letters to outside agencies
- Monitors the progress of the organization's Strategic Plan / Organization Projects / Initiatives and provides regular updates, as required
- Takes initiative to handle matters and solve administrative problems such as process improvement

- Develops, maintains and updates a variety of databases and performs supporting duties such as: Data collection and entry, analysis, and assisting with preparation of reports
- Organizes and distributes internal communications such as: The Weekly Newsletter
- Ensures work is completed within established timelines and deadlines
- Ability to communicate respectfully and maintain confidentiality is required
- Consistent demonstration of alignment with Klinik's Vision, Mission and Values

SALARY RANGE \$48,158.00 to \$60,602.00 per annum

APPLICATION PROCESS

- Application Deadline: July 4, 2025
- E-mail resume and cover letter to: jobs@klinik.mb.ca
- Please note "Job Posting #2025-052-" in the email subject line

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, those who identify as Indigenous, Black, Persons of Colour, 2SLGBTQQA+, and /or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process. Applicants are asked to please self-declare in their cover letter.

Thank you for your interest. Only candidates selected for an interview will be contacted.