PARKDALE QUEEN WEST Community Health Centre

JOB POSTING
Full-Time Regular Position
Satellite Site
Job ID: 2026-124

Program Secretary

One (1) Full-Time, 1.0 FTE (35 hours/week), Bargaining Unit - UFCW Local 175

Parkdale Queen West Community Health Centre (PQWCHC) is a dynamic, community-based health care organization that has historically served mid-west downtown Toronto and now provides outreach services across the entire city. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. PQWCHC is a multi-site organization.

We are seeking an experienced Program Secretary at our satellite location at 27 Roncesvalles who shares our passion for making a difference; you see this role as an opportunity to take the next step in your career while contributing to a vision of ***Inclusive Communities. Responsive Healthcare. Healthier Lives.***

The Program Secretary will, under the general supervision of the Administrative Supervisor, Health Promotion, provide administrative, program, and organizational support functions. The Program Secretary is able to anticipate and predict challenges and opportunities regarding the smooth administrative functioning of programs within the Satellite and Health Promotion teams; and is proactive in finding solutions to a range of issues that arise. In addition, the Program Secretary will, on occasion, provide broader support to the Management team, always exercising professional discretion.

Responsibilities:

- Provide administrative functions for programs within the Satellite and Health Promotion team
- Provide general administrative support to the Administrative Supervisor, Health Promotion, as required
- Assist in the preparation, design and distribution of organizational forms, signage, and organizational updates
- Assist with preparation of promotional materials for programs, services, and events
- Manage purchasing for Health Promotion program and Satellite office supplies
- Manage corporate credit card, petty cash, reconciliations, record keeping in accordance with financial procedures
- Coordinate internal and external communication regarding related current and upcoming programs, service cancellation and closure
- Support with program Calendar updates and room bookings for the Satellite office
- Provide minute-taking support for Health Promotion team meetings and other meetings, as required
- Perform general office and reception duties including handling incoming phone calls, word processing, faxing, photocopying, and data entry
- Provide support to staff and programs with EMR functions
- Provide organizational and administrative support to Directors and Managers, as required

Qualifications:

- An undergraduate degree, medical secretary diploma, or college diploma or equivalent experience in a related field
- Demonstrated knowledge in implementing systems for administrative and organizational support.
- Ability to multi-task, set priorities and anticipate change
- Proactive in identifying challenges and opportunities regarding the smooth functioning of the team
- Demonstrated understanding of working within an anti-oppression and anti-racist framework
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Proficiency in the use of various software applications including Excel and Microsoft Word XP, Outlook
- Some flexibility in hours will be required
- Demonstrated understanding and application of principles of Access and Equity

Compensation: $41,547 to $50,021 per annum, plus Group Benefits and HOOPP (Healthcare of Ontario Pension Plan).

If you are interested in joining in a creative and dedicated team, we want to hear from you! Applicants please send your resume and cover letter **in a single document** (MS Word or PDF format only). Please apply using the form at the bottom of the PQWCHC employment page: https://pqwchc.org/contact/employment/

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Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus booster within 6-12 months) 14 days before starting employment.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.