

Program Secretary

Full-Time Regular Position (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 to 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-sited 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 successful 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 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, exercising professional discretion at all times.

Responsibilities:

- Provide administrative functions for programs within the Satellite and Health Promotion team
- Liaise with the Supervisor, Health Promotion Administration to provide timely information regarding challenges and potential solutions to a range of tasks
- Assist in the preparation of program presentations, and the design and distribution of organizational forms, signage, and promotional materials for programs, services, and events
- Manage inventory and purchasing of office and program supplies
- Maintain purchasing protocols including purchase order and inventory systems
- Oversee maintenance of satellite office spaces and replenishment of supplies as needed
- Provide in-program support for the 5Ps Prenatal & Parenting groups and food bank
- Support the satellite team in the distribution of tokens, food vouchers, and managing petty cash
- Coordinate internal and external communication regarding current and upcoming programs, service cancellation and closure
- Perform general reception and office duties (word processing, copying, faxing, minute taking, etc.)
- Support with program calendar updates at the satellite office
- Create and maintain appointment schedule templates for Satellite team providers as instructed by supervisor
- Provide organizational and administrative support to Directors and Managers as required

Qualifications:

- An undergraduate degree, office administration, 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
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Demonstrated skill in navigating web-based vendor sites and online purchases
- Proficiency in the use of Microsoft Office 365 applications [Excel (intermediate to advance skill level an asset), PowerPoint, Word, Teams, Outlook, etc.], and various other software applications
- Some flexibility in hours may be required
- Demonstrated understanding of working within an anti-oppression and anti-racism framework
- Demonstrated understanding and application of principles of Access and Equity

Compensation: \$40,337 to \$48,564 per annum, plus Group Benefits and HOOPP (Health Care of Ontario Pension Plan)

If you are interested in joining in a creative and dedicated team to, 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/>

UFCW members, please apply before 5:00 pm on July 8, 2024

Job ID: 2024-065

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 a booster within the past 6-12 months) 14 days before starting employment.