



## **Program Secretary**

**One 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 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. The Program Secretary will provide support, 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, design and distribution of organizational forms, signage, program publicity materials, organizational updates, and newsletter etc.
- Prepare program flyers, brochures and posters for related programs, services, and events
- Provide administrative support to the 5Ps Perinatal team, including purchase ordering, inventory management, and design and circulation of promotional materials
- Order office and program supplies in consultation with colleagues, ensuring verification with a backing slip, following up on back orders, and stocking supplies
- Maintain purchasing protocols including purchase order and inventory systems
- Maintenance of satellite program and office spaces and replenish supplies as needed
- Support the satellite team in the distribution of tokens, food vouchers, and managing petty cash
- General office duties including word processing, faxing, and photocopying
- Perform reception duties, and assists in the orientation and training of relief staff as required
- Minute taking for health promotion team meetings and working groups
- Coordinate internal and external communication regarding related current and upcoming programs, service cancellation and closure
- Supports the website, Program Calendar updates, monthly program updates, display TVs updates at the satellite office
- Creates and maintains 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, 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:** \$37,825 to \$45,540 per annum, plus Group Benefits and HOOPP (Health Care of Ontario Pension Plan)

If you are interested in joining a creative and dedicated team, we want to hear from you! Please send your resume and cover letter **in a single document** (MS Word or PDF format only) to [hr@pqwchc.ca](mailto:hr@pqwchc.ca), quoting "**Program Sec. - Sat**" in the subject line. Please submit application by 5:00 pm on December 9, 2022. We will be reviewing applications as they come in so please do not delay in sending in your application. We truly appreciate your interest; however, only those candidates selected for an interview will be contacted.

**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 14 days before starting employment.**

*PQWCHC is committed to the principles of access and equity. PQWCHC is committed to building an organization that reflects the diversity of communities we serve. We encourage applications from members of Indigenous, Black and other racialized communities; Two-Spirit, non-binary, LGBTQ people; people with disabilities; and members of other equity seeking groups. 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.*