



Internal/External Posting

Administrative Assistant, Community Programs

Permanent Full Time Position: 35 hours per week

Expected Start Date: July 29, 2024

Salary Range: \$ 39,522.96- \$ 47,314.74 per year (\$21.72 - \$25.99 per hour)

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

Job Summary

Reporting to the Senior Director of Community Programs (with matrix to Senior Director, Clinical Services), the Administrative Assistant is accountable for effective administrative and management support to senior management in both of the Community Programs and Clinical Services portfolios. This will include the tracking, coordination and reporting of corporate deliverables and appropriate interaction with front line leadership to better ensure achievement of objectives. The incumbent will prioritize actions, arrange meetings/interventions and provide necessary communication to meet targets/deadlines.

Primary Responsibilities

- Manage the calendars of both Directors; schedule and organize materials and logistics for meetings and functions, assist in preparing agendas
- Drafting and distributing meeting minutes/agendas and ensuring effective logistical support for internal and external meetings/events.
- Support with Grant applications and reports (new and re-applications). (i.e. CSP Grant profile update & Application, and year-end report, etc.)
- Provide administrative assistance to High Priority Community Strategy, community programs and clinical teams as assigned
- Co-ordinate and follow-up on projects as assigned and assisting with privacy concerns and/or client feedback process as appropriate.
- Scheduling, reporting and oversight of assigned training initiatives (e.g., mask fit testing, CPR, BCLS, etc.)
- Assist with preparation for events, meetings, media, funder and other stakeholder engagements;
- Assisting with maintenance of LAMP website.
- Assist and coordinate the Directors with the Evaluation & Performance Framework; including the compiling of information and Strategic Plan Indicator reports.
- Assist and organise preparations for Accreditation; update and maintain folders on the shared drive.

- Other relevant and appropriate duties as required and assigned.

Required Qualifications

- Completion of post-secondary education in Administrative Studies or recognized equivalent work experience.
- Minimum of two (2) years experience working in a busy office environment; preferably within the community health sector
- Direct hands on experience with compiling, completing and submitting grant applications.
- Detail oriented with ability to produce timely and accurate reports and capability to work well under pressure and meet challenging deadlines (previous project management experience is a strong asset)
- Superior analytical, problem-solving, project planning and organization skills with the ability to produce timely and accurate reports/results.
- Exceptional organizational skills to effectively prioritize work/tasks in order to meet deadlines.
- Demonstrated excellent communication and interpersonal skills in order to work effectively across all levels of the organization.
- Must be able to maintain confidentiality, respond appropriately to sensitive situation and conduct oneself in a professional demeanour at all times.
- Positive attitude, flexible and dependable with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Open minded, eager and willing to constantly learn and improve oneself.
- Knowledge of LAMP Community Health Centre, the South Etobicoke and/or East Mississauga community, and/or a second language that is reflective of the community being served are all preferable assets.

Proficiency in the Following Computer Skills

- Superior working knowledge and ability to navigate a PC windows environment, including shared drives.
- Superior skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Advanced skills and ability to easily navigate the internet/intranet environment.
- Ability to learn new software quickly and willingness to continuously develop technology skills.

Working Conditions

- Must be able to work in a fast paced, multi-faceted environment and make quick decisions.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice.
- There is an expectation for all employees to participate in two events per year for the agency; these events may be during the evening or on a weekend.
- Some local travel may be required

Physical Requirements

- Frequent data entry, with extended periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Occasional standing for extended periods of time and some occasional lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.

- Ensures that employees and clients are compliant with LAMP's Health & Safety regulations and LAMP's policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to the Director, Human Resources & Operations.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job..

LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

Please send your resume with a cover letter to **Human Resources:**

Email Address	recruiting@lampchc.org
Subject	Job Opening for Administrative Assistant, Community Programs
Internal Deadline	5:00 pm on Thursday, June 27, 2024
External Deadline	5:00 pm on Thursday, July 4, 2024

We thank all applicants for their interest. However, only those selected for interviews will be contacted.