



Executive Assistant, Board Governance - 1 position

Posting #: 52533

Administration

Posting Date: February 08, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: February 14, 2024

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

The Executive Assistant, Board Governance is a highly organized, proactive, and detail - oriented governance professional responsible for managing all matters concerning the affairs of the Board of Directors and its Committees and serves as the primary point of contact for the Board of Directors and will coordinate all matters concerning the affairs of the Board of Directors and its standing committees. This position is expected to support the Board Chair, respond to queries concerning governance and assist board and committee members. This includes ensuring the Board and its members are aware of their legal and fiduciary responsibilities, interpreting and implementing Board by-laws, policies and procedures and for providing advice and guidance and researching legislative changes.

Essential Qualifications

- Bachelor's degree in: Business Administration, Health Sciences or similar discipline (willing to consider applicants with combination of experience and education)
- 5 years progressive administrative support to a Director or Manager
- 3 years supporting a Board or Committee of a Board
- Demonstrated advanced computer skills, particularly with MS Office Suite products including PowerPoint, Word, and Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)
- Demonstrated experience with Board protocols, policies, bylaws, governance, records management and related legislation
- Knowledge of government acts relating to healthcare; governing documents of the Board and the organization
- Knowledge of the healthcare industry and Catholic Healthcare governance
- Knowledge of Rules of Order
- Strong understanding and commitment to confidentiality with demonstrated ability to exercise high levels of discretion and diplomacy when handling or exposed to sensitive information
- Superior organizational, negotiation and communication/customer service skills with strong ability to communicate effectively with stakeholders at all levels of the organization
- Self-directed with excellent time management skills and initiative to effectively manage conflicting and multiple priorities, tasks and deadlines
- Set goals, effectively create and implement action plans, and monitor to achieve goals
- Demonstrated professionalism; ability to network, develop and maintain collegial relationships
- Ability to make decisions independently and exercise good judgment
- Excellent minute taking skills and ensures follow up items are completed
- May require travel within the catchment area

Preferred Qualifications

- Medical or Office Administration program
- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*