



Medical Advisory Committee (MAC) Governance Executive Assistant, Medical Affairs - 1 position	Posting #: 56774
Medical Affairs	Posting Date: July 02, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: July 08, 2026
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$45.96 - \$54.06 /hour

We are currently seeking a highly motivated individual to join our Medical Affairs Team to bring their extensive governance expertise and knowledge to support the Medical Advisory Committees of St. Joseph's London (St. Joseph's) and London Health Sciences (LHSC) as well as to our Medical Advisory Committee Chairs as well as other medical leaders such as the Integrated VP Medical Affairs, Department Heads in London. In this position you will play an integral role in developing, monitoring, and managing effective governance processes, coordination of policies and process management skills to support our combined Medical Advisory Committees (MAC), the MAC Chairs and Vice-Chairs and other various MAC sub-committees with its mandate to provide high-quality patient care at St. Joseph's London and LHSC.

What will you do?

Reporting to the Integrated Director of Medical Affairs, the MAC Governance Executive Assistant (EA) will serve as a key liaison for our MAC Chairs and provide comprehensive administrative governance support for the Chairs and to the MACs. They will support the day-to-day operations of the MACs, ensuring the effective delivery of governance services and support to the Chairs, the MACs and its Committees. This includes planning and execution of MAC meetings, including agendas, annual calendars, workplans, materials, logistics, and post-meeting follow-up. They will also partner with senior leadership and their teams to coordinate the development, review, and delivery of MAC materials that support effective decision-making and oversight such as medical directives. Further they will serve as recording secretary to the MAC and any assigned committees, ensuring the accuracy, integrity, and completeness of meeting minutes, decisions, and official records and maintain MAC records and governance documentation, ensuring compliance with governance standards, record retention requirements, and confidentiality obligations.

The EA will provide governance advice and guidance to the MAC Chairs, executive leadership, and key stakeholders such as the MAC Subcommittee Administrative Assistant on MAC processes, governance practices, and emerging developments and facilitate communication, coordination, and information flow among the MAC, the MAC Chairs, and management, ensuring the timely and effective execution of MAC and Committee activities. They will also build strong working relationships across the organization to support governance priorities and ensure the timely execution of MAC and Committee activities.

The EA is a member of the Medical Affairs Team at St. Joseph's and LHSC and participate in department initiatives and provides support on projects and strategic initiatives, as required. While this role will be an employee of St. Joseph's London, this position is shared with London Health Sciences Centre due to its integrated nature supporting the LHSC MAC Chair and MAC. Travel between hospitals will be required and the EA must be able to work non-traditional hours as required.

Essential Qualifications

- Bachelor's Degree
- 3 - 5 years of progressive administrative support to senior or executive leadership, preferably in hospital or healthcare setting
- Typing 60 wpm
- Previous governance administrative experience supporting a Board or MAC, Board/MAC Committees and senior

executives through effective governance processes, operations and the delivery of high-quality governance materials and services

- Strong verbal and writing skills with effective interpersonal skills to interface with all levels of management/employees in a collegial and professional manner
- Demonstrated ability to lead multiple priorities simultaneously, drive execution, manage complex governance processes, and deliver high-quality results in a fast-paced executive environment.
- Strong strategic thinking, judgment, and problem-solving skills, with the ability to manage confidential matters, navigate complexity, and deliver practical, business-focused solutions.
- Exceptional communication, stakeholder management, and organizational skills, with the ability to influence and collaborate across all levels of the organization, supported by advanced proficiency in Microsoft Office Suite and related tools.
- Experience leading governance transformation, modernization, and continuous improvement initiatives, including leveraging governance technologies, document management systems, and AI-enabled solutions to enhance governance effectiveness and operational efficiency would be considered an asset.
- A collaborative, team-oriented mindset aligned with St. Joseph's values.
- Individuals must be able to accommodate non-traditional working hours (early morning, late evening meetings, occasional weekend).
- Knowledge of a Safety Culture in a Health Care Setting in compliance with Occupational Health and Safety Act (OHSA)

Teaching and Research

- St. Joseph's Health Care London and London Health Sciences Centre, through affiliations with Western University and Fanshawe College, are leading research and teaching hospitals. As an employee of St. Joseph's and secondment to LHSC you may engage in roles related to teaching and/or research activities in addition to any of your duties.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of 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.