

CHLNet Office Manager

Employment: Part-time (3 days/week), permanent contract position with ability to work from a home office on a regular basis

Salary: Competitive

Start date: November 1, 2017

Located in Ottawa, the Canadian Health Leadership Network is a not-for-profit, unincorporated value-based network of partners. Health and healthcare organizations from across Canada come together to grow collective leadership capacity, knowing that better leadership will lead to better healthcare and better health for all Canadians.

At present, the CHLNet secretariat requires services of an Office Manager to administer the operational activities as outlined below. These accountabilities and responsibilities would be through a part-time contract up to 12 days per month (3 days per week). The Office Manager works in consultation with the Executive Director as the Secretariat support to the CHLNet Network Partners and Co-Chairs. This position is responsible for maintaining office services such as meeting planning, invoicing and budget, correspondence, filing, supplies, travel and communication tools.

The CHLNet Office Manager's responsibilities and accountabilities include:

- Working with the host secretariat finance team to prepare invoices, monitor, ensure payment of payables and analyze the annual budget.
- Scheduling and meeting planning for the semi-annual Network Partners' Roundtables and receptions, quarterly Secretariat meetings, working groups, semi-annual LEADS Governance Groups, and other meetings as required.
- Attend the semi-annual evening receptions and all-day roundtables as well as the Secretariat meetings.
- Coordinating agendas, minutes and materials for the meetings outlined above.
- Generating minutes for the Network Partners' Roundtables, Secretariat meetings and other groups as required.
- Managing, editing and updating CHLNet communication tools including the website, e-blasts, webinars, briefs and social media (e.g. Twitter).
- Controlling correspondence and materials.
- Developing and implementing a filing system for materials generated by the Secretariat.
- Ensuring adequate supplies.
- Booking travel for secretariat members as required.

SKILLS and EXPERIENCE

- Computer Skills – Microsoft Outlook, Word, Excel, PowerPoint, Adobe Acrobat
- Successful completion of post-secondary education
- At least 5 years of administrative experience preferably in the health sector and working with senior executives

- Pro-active in managing own workload
- Ability to work independently and be self-motivating
- Strong editing, attention to detail and publishing skills to produce corporate documents
- Strong written and verbal communication skills, including tact and diplomacy

To apply for this position, please email a covering letter and resume to: ed@chlnet.ca.