



Executive Assistant to the Chief Executive Officer (Bilingual) Full-time Permanent

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

Reporting directly to the Chief Executive Officer (CEO), the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the senior leadership team. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-oriented, collaborative and fast moving.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

KEY RESPONSIBILITIES

Executive Support

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is at times sensitive and confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, sponsors, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Maintains discretion and confidentiality in relationships in all matters.
- Other Executive Support duties as required.

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings, preparing agendas and support materials, attending all meetings,
- Assists in preparing the agenda and support materials of senior leadership team meetings and all staff meetings, including preparing and distributing minutes.
- Facilitates cross-divisional coordination of travel and outreach plans

Communications, Partnerships and Outreach

- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general
- Maintains relationships with external partners and sponsors
- Edits and completes first drafts for written communications to external stakeholders

Corporate Responsibilities

- Answer emails from general inbox.
- First point of contact for the office calls and visitors.
- Orders office supplies as needed.
- Oversees corporate office file and document management and retention.
- Books meeting rooms as required.
- Other Corporate Responsibilities as required.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- Bachelor's degree or equivalent
- Strong work tenure: 5 to 10 years of experience at a senior level
- Is sensitive to the communication levels required by varied audiences, and is able to adapt accordingly
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with internal and external stakeholders.
- Knowledge of, and experience in meeting, event, document and budget management;
- Advanced proficiency levels with the Microsoft Office Suite (e.g. Word, Excel, PowerPoint, Outlook);
- Adaptability to changing or evolving policies and priorities as well as the ability to meet tight deadlines;
- Ability to work independently with minimal direction;
- Ability to draft emails, memos, letters, minutes, etc. with utmost attention to accuracy;
- Focused on quality assurance and detail oriented;
- Ability to gather, understand, process and summarize information;
- Capacity to collaborate effectively with others while promoting cooperation and partnerships between individuals and groups;
- Ability to effectively communicate by articulating and conveying ideas/information clearly, and to listen effectively in order to respond appropriately to various requests;
- Must be fluently bilingual (English/French).

ADDITIONAL JOB REQUIREMENTS

- Ability to occasionally work weekends and overtime
- Some travel will be required

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



Should you be interested in this position, please submit your cover letter and resumé to careers@sogc.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.