



Catholic Health
Sponsors of Ontario



Opportunity: Administrative Assistant to the Director of Providence Associates

Reports to: Director, Providence Associates, Providence Village, Kingston

Position Summary

The Providence Associates are a division of the Catholic Health Sponsors of Ontario. The Administrative Assistant supports the work of the Providence Associates Director, the Providence Associates Committee (PAC) and is responsible for the organization and operation of the Providence Associates office.

Core Duties and Responsibilities:

- Support the work of the Providence Associate Director which includes recommending updates, changes and new procedures and programs.
- Support the work of the Providence Associate Committee (PAC) especially by taking minutes.
- Support the operation of the office and ensure all aspects of the office are running smoothly and are properly maintained as an office environment.
- Ensure positive communication with Associates by being supportive and positive and creating a welcoming work environment.
- Circulate information to the Associates, suggest ideas for the monthly newsletter and ensure its distribution.
- Manage the web-site.
- Record financial transactions, handle petty cash, and minor purchases of supplies.
- Assist in the planning of major events. Is the planning coordinator ensuring all aspects of events are successful by organizing accommodation, food, supplies, equipment, and space as well as other needs specific to each event.
- Maintain all office files, lists and documentation. Is responsible for progress reports and records of the Inquirers' and Candidates' movement through the discernment process.
- Ensure that all information is kept up to date.
- Transfer records to the Providence Associates Archives on a regular basis.
- Perform other duties as required.

Knowledge and Skills:

- Excellent computer skills especially word processing and spreadsheets
- Strong verbal and written communication skills
- Effective organizational, multi-tasking and time-management skills
- Ability to work well in a self-directed environment as well as with others
- Ability to set goals and priorities

Desired Qualities:

- Reliability
- Confidentiality
- Ability to work in a faith-based environment
- Attentiveness to details and accuracy

Working Conditions:

- An office near the Director in Providence Village with necessary office equipment
- A hybrid model of working hours

Qualifications:

- Diploma in Business Management or equivalent
- Experience working in an office with a variety of duties and responsibilities.

Compensation:

The working hours are approximately 16.5 hours per week at \$26.47 per hour. There will need to be some flexibility according to the schedule created by the Director and the Administrative Assistant.

To apply for this position, please send your resume and a cover letter to: associates@providence.ca or to

Barbara Baker, Director, Providence Associates Office,
1200 Princess St. Kingston, ON K7M 3C9.

About Catholic Health Sponsors of Ontario

Catholic Health Sponsors of Ontario (CHSO) was created in 1998 to assume sponsorship of health organizations when religious orders and congregations are ready to move on to other missions. Today, CHSO sponsors 21 organizations that collectively provide programs and services across the continuum of care in 10 communities across Ontario. As sponsor, CHSO ensures that each lives up to the legacy of the founding Sisters and demonstrates the unique value of Catholic health care.