

## **Board & Executive Administration Coordinator**

Hospice Palliative Care is a philosophy of care that focuses on comfort, quality of life, and supporting the precious moments families share with their loved ones during their final days together. Hospice care is about helping our residents live each day with dignity and honour by providing compassionate, end-of-life care in a home-like setting. As the leader in palliative care, Chatham-Kent Hospice provides outstanding end-of-life care, grief and bereavement supports, exceptional work and volunteer experiences, collaborative partnerships, and a relationship-centered culture.

In this newly created position, Chatham-Kent Hospice is currently seeking a detail-oriented and professional Board & Executive Administration Coordinator to join their team. The Board & Executive Administration Coordinator will provide high-level administrative support to the Executive Director and the Board of Directors, contribute to the efficient functioning of the board and facilitate effective corporate governance. This role requires an organized and proactive individual capable of managing schedules, preparing reports, organizing meetings, and ensuring the confidentiality of sensitive information.

### **Core Areas of Focus:**

- Scheduling and Administration
- Meeting and Event Coordination
- Records and Document Management
- Board Governance

### **Key Responsibilities:**

- Manage a wide range of administrative duties that support the Executive Director. This includes assisting with special projects, creating detailed documents, reports, and presentations, drafting and preparing correspondence, maintaining contact lists, and calendar management.
- Act as the point of contact for Board members, assist in organizing orientation sessions, and ensure Board-related documentation is accurate and up-to-date.
- Organize and schedule Board and committee meetings, including arranging logistics, preparing agendas, taking minutes, and ensuring follow-up on action items.
- Provide support for all Board Committees, including preparing for the AGM and generating financial and other requested reports to aid in Board oversight and decision-making.
- Ensure the filing of all legal and regulatory documents and monitor compliance with relevant laws and regulations.
- Maintain a well organized and comprehensive filing system, ensuring compliance with legislative requirements (e.g., PHIPA, CRA) in records management practices.
- Manage service agreements with office equipment and IT service providers including electronic health records.

- Ensure organizational memberships are maintained.
- Provide excellent customer service, answering calls and greeting visitors with a friendly and professional demeanor.

### **Qualifications & Skills:**

- Post secondary education in Business Administration or a related field.
- 3 years of experience in an administrative role, with prior experience preferably within the Not-for-Profit or Healthcare sector.
- Prior experience providing support to executives and the Board of Directors.
- Strong organizational, time-management, and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and exercise discretion in all matters.
- Ability to work collaboratively with staff, board members and volunteers.
- Experience with meeting coordination and record-keeping.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

### **This position offers a compensation and total rewards package including:**

- Compensation range: \$48,000 to \$56,000
- Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Benefits Plan

For more information on Chatham-Kent Hospice, please visit [www.chathamkenthospice.com](http://www.chathamkenthospice.com)

Chatham-Kent Hospice is committed to building a diverse team comprised of varied skills, strengths, and experiences. We encourage you to apply even if you don't see yourself fully reflected in every job requirement listed, and we welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and lived experiences to apply. Chatham-Kent Hospice welcomes all members of the community as reflected in the individuals we care for as well as in our recruitment for both staff and volunteers to ensure that we reflect the diversity of the Chatham-Kent Community.

Please forward a copy of your resume in confidence to Cristina Lecce, Recruitment Specialist at Logic Executive Search and Workplace Solutions at [cristina@logicexecutivesearch.com](mailto:cristina@logicexecutivesearch.com).

We thank all those who apply for this role, however, only those selected for an interview will be contacted.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.