

Employment Opportunity

Job Title: Executive Office Assistant Job Posting # EOA-027/2026-27	Date Posted: September 24, 2026	Reports to: Sr. Manager- Quality Assurance Position Type: 1 FTE, Existing vacancy. Full-time contract approx. 12 months covering leave.
	Date Closed: October 7, 2026	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer, community-based, not-for-profit charitable organization that has been serving diverse populations for over 36 years. PCHS provides a wide range of culturally responsive services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and support for women, children, and youth. PCHS is widely recognized for its innovative Integrated Holistic Service Delivery Model and has contributed to several community-based research studies. The organization is fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada, reflecting its commitment to quality and accountability. PCHS is also a 2SLGBTQ-sensitive organization, committed to equity, inclusion, and culturally appropriate care.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Days
- Comprehensive Benefits package including wellness allowance
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking

About Position:

Reporting to the Senior Manager, Quality Assurance, the **Executive Office Assistant** provides administrative, operational, and coordination support to the Executive Team. The position is responsible for coordinating executive activities, meetings, communications, records management, governance processes, and special projects while supporting organizational priorities and strategic initiatives and accreditations related work. Working closely with internal and external stakeholders, the Executive Office Assistant ensures the efficient operation of the Executive Office through effective organization, confidentiality, professionalism, and follow-up on key organizational commitments.

Note: This is a leave coverage of approximately 12 months. Duration depends on employee returning from leave.

Qualifications and Skills required:

- University degree and /or Community College Diploma in Office Administration
- Administrative Professional diploma/certificate (or related field), or an equivalent combination of education and experience, with a minimum of two (2) years' experience in an Executive Assistant, Administrative Assistant, or similar administrative support role.
- Experience working with the Board of Directors and senior management
- Experience in managing and overseeing small short-term projects
- Ability to work independently to lead several priority tasks
- Advanced problem-solving and time management skills
- Strong interpersonal skills with self-motivation and orientation to detail
- Strong verbal and written communication skills, including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office suite.
- Ability to work and communicate with a diverse workforce, including executives, mid-management personnel, funders, vendors, contractors, community representatives, media and others
- Ability to develop various types of reports, as assigned. Proficiency in a second language would be an asset.

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification level C with AED
- Vaccines (COVID-19 and others) are encouraged.

Key Responsibilities:

Support to the CEO

- Assist CEO in scheduling, coordinating, tracking the meetings.
- Receive, screen, prioritize and process various communications on behalf of the CEO, including written, electronic and other means and provide assistance to determine priorities.

Executive Team Support

- Provide administrative and operational support to the Executive Team, including the CEO, Directors, and Senior Managers.
- Coordinate executive calendars, scheduling, and meeting logistics across multiple departments to ensure alignment of organizational priorities.
- Prepare briefing materials, reports, presentations, and correspondence for executive meetings and external engagements.
- Track action items, decisions, and deliverables arising from Executive/Management Team meetings and ensure timely follow-up.
- Other duties as assigned

Records Maintenance

- Develop and maintain file systems of required files relating to administrative operations of the agency.
- Attend to tasks relating to various committee meetings – plan, coordinate, and attend meetings, membership and Annual General Meeting, including preparing and distributing agendas and meeting materials, taking, producing and distributing minutes and any follow – up communication with attendees.
- Maintain required meeting attendance documents for management team meetings and as assigned for other meetings.
- Coordinate Executive Team meetings, strategic planning sessions, retreats, and special events.
- Maintain executive records, decision logs, corporate documentation, and governance-related materials.
- Monitor deadlines and reporting requirements related to strategic plans, accreditation, funder requirements, and organizational initiatives.
- Assist in the preparation and coordination of Board Committee materials as required.

Media and Politicians

- Communicate with politicians, dignitaries and special guests as defined by required protocols or as assigned by the CEO.

Policy Oversee and Development

- Assist in policy development and updates and ensure communication of policies, as applicable.
- Ensure all PCHS policies and procedures are followed.
- Discuss any policy changes with senior personnel, oversee the implementation of new policies, review current policies, and maintain documentation outlining all procedures, employee duties, PCHS strategic plan and objectives.
- Initiate, plan and carry out various other duties as directed by the CEO, Sr. Manager-QA and other ET members.

Confidentiality & Risk Management

- Handle confidential and sensitive information with discretion and professionalism.
- Ensure compliance with privacy legislation, organizational policies, and information management standards.
- Support audits, accreditation reviews, and compliance-related activities as required.
- Maintain secure storage and retention of executive and corporate records.

Technology & Systems Administration

- Maintain Executive Office SharePoint sites, document repositories, and collaboration platforms.
- Support development and implementation of electronic filing systems, templates, and workflow processes.
- Prepare executive dashboards, reports, and data summaries using organizational systems and software.

Employment Opportunity

Hours: Full-time, 37.5 hours
(Some evenings and weekends work is required)

Position to commence: November 2026

Salary Range: \$44,000-\$49,350

Please submit resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting # EOA-027/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com

Use of AI: We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.

Disclaimer: PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com. **Do not submit personal information through any other website or link.**