



CANADIAN
PUBLIC HEALTH
ASSOCIATION

ASSOCIATION
CANADIENNE DE
SANTÉ PUBLIQUE

Position Title: Administrative Officer

Department: National Office

Reports To: Executive Director

Date: August 2023

JOB DESCRIPTION

Job Summary

Reporting to the Executive Director, the Administrative Officer is responsible for administrative services, human resources support, and provides governance support to the Executive Director and on specific initiatives, as required. While this position has core responsibilities, it has a broad focus that will vary over time.

General Responsibilities

- Provide administrative and logistical support (including preparing meeting minutes) for the Board of Directors and all Standing Committees, and the Annual General Meeting. Assist the Executive Director in managing the Board of Directors nominations and elections process in accordance with CPHA's Elections Procedures.
- Assist the Executive Director in managing the CPHA Honorary Awards nomination process in accordance with CPHA's Honorary Awards Operational Procedures.
- Assist with identifying potential service providers, developing requests for proposals, and writing contracts for services.
- Respond to internal administrative questions and monitor various CPHA email accounts.
- Support the renewal process for employee group benefits and insurance policies.
- Support the maintenance of CPHA's human resources information system.
- Act as liaison with external IT support agency.
- Support recruitment, hiring, and onboarding/offboarding processes for employees, volunteers and practicum placement students: maintain records for employment competitions, schedule interviews, complete reference checks, write letters of response regarding possible employment, support provisioning of equipment.
- Maintain physical and electronic files for confidential employee information.
- Participate as the lead of the Health and Safety Committee.
- Process employee security clearance applications through Government of Canada as needed.
- Assist with initiatives that support the organization's strategic plan.

Administrative Services

- Coordinate and plan office services, such as accommodation, equipment, supplies, mailing, courier, forms, parking, maintenance and security services.
- Liaise directly with the Landlord for tenant services and monitor maintenance and premises (office suite and storage unit) upkeep.
- Assist leasing/purchase negotiations for equipment and furniture.
- Respond to general inquiries (telephone and email).
- Maintain and control inventory of equipment and coordinate service and repair of all general office machinery.
- Other related duties as required.

Knowledge/Skills/Experience

- University or college education and a minimum of five years' relevant experience.
- Ability to communicate fluently in French and English is essential.
- Experience with human resources is desirable.



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- Exercises good judgment, discretion, with a focus on multitasking.
- Excellent communication and interpersonal skills.
- Strong writing skills.
- Highly developed organizational and problem-solving skills.
- Above average proficiency with computer applications including Microsoft Office.

Working Considerations

- Candidates may work remotely, but must live in the National Capital Region. Workspace at CPHA's office in Ottawa is available, if desired.
- Ability to work effectively and efficiently and to build relationships remotely.
- Ability to work independently and as part of a professional team.
- Ability to work under pressure in a fast paced, deadline-driven environment.
- Ability to multi-task and maintain consistently high-quality products.
- Ability to present a professional image of the Association.
- Ability to maintain professionalism under stress.
- Flexibility to occasionally work outside normal business hours.
- Willingness and availability to travel.