



**POSITION:** Administrative Assistant  
**LOCATION:** Remote  
**REPORTS TO:** Program Manager  
**CLASSIFICATION:** Grant Paid  
**POSTING CLOSE DATE:** May 19, 2023 by 11:59PM ET

## **WHO WE ARE**

The Black Health Education Collaborative is a community of scholars and practitioners committed to improving Black health through education and research. Our mission is to address anti-Black racism and the interlocking systems that impact the health and wellbeing of Black communities across Canada. We understand Black health and Black life as intricately connected to the places and spaces in which we live, work, love, play, worship, and resist. We draw on long histories of community and academic scholarship and resistance from Black, critical race theory, queer, feminist, anti/decolonial traditions.

## **WHAT YOU'LL BE DOING**

The Administrative Assistant (AA) will report to the Program Manager. The AA provides a wide range of support to the team. The AA operates with an exceptional level of professionalism, confidentiality, efficiency, accuracy, and knowledge of priorities and risks, and will support overall project and organizational success.

**DURATION OF CONTRACT:** 9 weeks

**START DATE:** June 5, 2023

**EMPLOYMENT TYPE:** Seasonal, full-time, 30 hours/week

**PAY RATE:** \$23/hour

## **KEY RESPONSIBILITIES:**

- Monitor, triage, and respond as appropriate to the BHEC's high volume email, including requests for participation and assistance; serve as a resource, e.g. provide alternate and/or additional supports and information.
- Manage complex schedules to optimize time, ensure priority issues are addressed in a timely manner, and balance conflicting demands and urgent and/or emergency situations.
- Coordinate a range of internal and external meetings (virtual and in-person) including arranging details, media requests, booking venues, managing calendar invitations, drafting meeting materials, and organizing catering as needed.
- Take meeting minutes when required.
- Stay apprised of significant matters and deadlines and ensure, alert, inform and remind the Director and Program Manager of issues, circumstances, and emergent matters; research and provide guidance and recommendations regarding course of action as directed.

- Develop and update website content.
- Manage social media platforms and create original content to increase organizational presence and impact.
- Plan and organize various events hosted by the BHEC; research and recommend participants, speakers, activities, as well as support in the management of budgeting and logistics; identify event opportunities as well as prioritize and recommend event participation requests made to the BHEC.
- Organize team building activities and organizational retreat.
- Support with organizational budgeting, financial reporting, and annual reports.
- Manage other program priorities as required.

### **JOB SPECIFICATIONS:**

#### **Experience:**

- Direct and/or lived experience with African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black communities.
- Experience with financial, business and/or legal knowledge is an asset.
- Experience with social media, marketing and graphic design is preferred.
- Experience of community engagement/volunteer work is strongly preferred.
- Experience with the practice and understanding of equity, diversity, inclusion, anti-racism, anti-oppression, anti-colonialism, anti-discrimination and other related issues at a systems level, including their intersectionality with other social determinants of health is preferred.
- Experience providing administrative and/or program support with proven organizational, interpersonal, and detail-oriented skills is an asset.
- Excellent time management and communication skills are required.
- Fluency in a second language considered an asset.
- Advanced knowledge of Google Workspace and Microsoft Office 365 (Word, Excel, PowerPoint, Access, MS Project) is required.

#### **External:**

The Administrative Assistant maintains respectful and positive relationships with a diverse group of community members and/or organizations as well as external contacts.

#### **To apply:**

- Submit your resume and cover letter
- By email to: [info@bhec.ca](mailto:info@bhec.ca)
- With subject line: Administrative Assistant (CSJ #4266960) – [Your First & Last Name]

Please note that this posting is restricted to candidates who 1) are between the ages of 15 and 30 on the start date of employment; and 2) self-identify as African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black. **In order to be considered for the position, candidates are requested to self-identify through their cover letters.**