



The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment.

We are seeking a results driven administrative professional with a demonstrated high standard of work excellence to fill the position of:

EXECUTIVE ASSISTANT

Reporting to the CEO, this dynamic and challenging full-time position is responsible for providing administrative and communication support including the development and maintenance of operational and governance policies; coordinating the Centre and Foundation Boards and Committees; developing and implementing consistent administration practices centre-wide; and providing overall clerical office support. The Executive Assistant represents the vision of the Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

Key responsibilities will include:

- Providing administrative and communication support to the CEO, and as required to other staff, that includes communicating with internal and external contact and resources.
- Providing support to and coordination of Centre and Foundation Boards and Committees including agenda planning, preparing presentations and other meeting documents, attending to meeting logistics, minute-taking, and communication.
- Providing overall office and record administration that includes Centre records and documentation
- Assisting and/or coordinating Centre and Foundation initiatives

The ideal candidate will possess the following:

- Minimum five years' experience as an Executive Assistant, preferably with a non-profit or foundation and volunteer Board of Directors.
- Diploma or certificate in Office Administration, or an equivalent combination of direct experience in an executive support role and relevant education.
- A high degree of organization, planning, communication, and confidentiality capabilities.
- Strong relationship building and communication skills with demonstrated ability to develop and manage relationships with staff, volunteers, stakeholders, sponsors, donors, and suppliers.
- Exceptional verbal and written communication skills with demonstrated ability to compose, proof, and edit correspondence on behalf of the CEO and management team.
- A high level of proficiency with Microsoft Office, including videoconferencing.
- Ability to adapt to changing demands, independently manage time, and consistently meet deadlines.
- Flexibility to work early evenings and mornings for scheduled board and committee meetings.

The successful candidate will need to provide satisfactory proof they are fully vaccinated for COVID-19. If the candidate cannot obtain the vaccination for medical or other reasons protected under The Human Rights Code, the Centre will provide accommodation to the point of undue hardship.

How to apply:

Submit your resume, cover letter & salary expectations to hr@reh-fit.com



We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.