

About Us

As steward of the Canadian Strategy for Cancer Control (the Strategy), the Canadian Partnership Against Cancer works with provincial and territorial ministries of health and their cancer programs, First Nations, Inuit and Métis governments and organizations, health system leaders and experts, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Administrative Assistant, Transitions and Care

(LEVEL 3)

Division Overview

The Cancer Systems and Innovation Division supports initiatives to improve equitable access, to better experiences and outcomes, and to advance reconciliation throughout Canada's cancer system. The division enables system change with data, research, innovation, and modelling. Work of the division is primarily accomplished through partnerships across Canada to implement evidence-informed and co-developed solutions, encompassing everything from prevention and screening to diagnosis and clinical care through to palliative care and survivorship.

Overview of Role

The *Administrative Assistant, Transitions and Care* is an integral member of the team who supports carrying out projects and initiatives to achieve organizational priorities. Reporting to the Director, Transitions and Care, the incumbent provides administrative support and works collaboratively across the team. As a highly organized professional with strong administrative skills, this position delivers on the tasks of the job while contributing to CPAC's overall vision to reduce the burden of cancer on all Canadians.

Core Responsibilities & Activities

Communication

- Acts as the front-line contact for the team for both internal and external partners
- Triages daily communication, (e.g. email, phone, MS Teams instant messages), to ensure the team is effectively updated and can respond to requests and queries.
- Maintains knowledge of overall activities and priorities for the team and organization to better support the team and key contacts.
- Drafts and formats documents and composes correspondence and emails in a timely and professional manner.
- Proactively identifies and communicates administrative issues and potential solutions to the Director.

Calendar Management and Meetings

- Manages Director's calendar, acting proactively to resolve conflicts and support time management.
- Performs on-going review of team and organizational calendars to act proactively for upcoming meetings, events, and conferences.
- Assists in the preparation of internal and external meetings by providing all background material and supporting the formatting and branding of agendas; reports; and PowerPoint presentations as required.
- Supports internal meetings by taking minutes, summarizing, and communicating action items.
- Coordinates internal and external meeting logistics such as travel booking; securing meeting rooms/spaces; event catering; coordinate speaker logistics and arrangements; preparing name tags; ensuring IT (e.g. Teams, audio visual, projection) is available and in working order; clean-up/set-up of meeting rooms; review and processing of expense claims in accordance with travel policies.
- Books meetings based on knowledge of corporate priorities and divisional goals, and at the request of Directors, Managers, and team members.
- Manages external meeting logistics including local, provincial, and international travel arrangements for Directors, and team members as required using CPAC's preferred travel provider.

General Administration

- Supports maintenance of teams' electronic filing systems, ensuring documents are accessible and secure.
- Actively seeks input, direction and provides reminders to Directors and team about the Contacts Relations Management System (CRM) and adds to, updates, utilizes, and maintains the CRM.
- Drafts, edits, and formats correspondence and reports, proofreads documents, creates mailing lists in CRM Matches packing slips to invoice and submits for payment, tracks, and codes divisional expenditures, including Directors corporate credit cards.
- Reviews and/or prepares expense and travel reimbursement requests with adherence to Travel/Finance Policies and Procedures.
- Actively participates and collaborates with the Partnership Support Team to facilitate more effective and efficient processes and a commitment to achieving shared goals.
- Works closely with Corporate Services to plan events using centralized services while seeking the most economical method and following all policies, procedures, and processes.
- Provides back-up administrative support to other teams.
- Monitors and tracks subscriptions and memberships and flag renewals.
- Performs other duties and ad hoc projects as required.

Competencies

The Partnership's core competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the "what," the competencies tell you the "how." We have developed universal competencies which we expect to be exhibited by all employees regardless of level or position.

Universal Competencies

- **Inclusion**- Contributes to a work environment where all people feel safe, have a sense of belonging, feel valued for their differences, and are empowered to participate and contribute freely.
- **Collaboration and Teamwork**- Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness**- Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.
- **Design-Thinking**- Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Experience and Qualifications

- Secondary education with some university or college in business administration, or acceptable combination of education and experience.
- 1 to 3 years' relevant experience, preferably in the government, non-profit or healthcare sector.
- Experienced in use of Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams, OneDrive). Comfortable with other software programs such as customer relationship management programs, Click Dimensions, Adobe Acrobat Pro, Doodle, Mentimeter, etc.
- Education and/or experience working with First Nations, Inuit, and Métis populations and/or other underserved populations in Canada is an asset.
- Bilingual in both English and French is an asset.