



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

Position Title: Executive Assistant (Full-Time, Permanent)
Reporting to: Registrar and Chief Executive Officer
Location: Hybrid - 55 Commerce Valley Dr W, Thornhill, L3T 7V9

WHO WE ARE

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) governs the practice of traditional Chinese medicine in Ontario. Established under the *Regulated Health Professions Act, 1991 (RHPA)* and the *Traditional Chinese Medicine Act, 2006 (TCMA)*, the College serves and protects the public interest by ensuring that all registered traditional Chinese medicine practitioners in Ontario are qualified to practise and that they maintain professional standards of practice.

ABOUT THE ROLE

Responsible for providing, or coordinating the provision of executive administrative support to the Registrar and Council, supporting the activities of the Registrar with Council, government agencies and stakeholder initiatives, ensuring the smooth and efficient operation of the Office, and facilitating the effective flow of information and communications.

Key Responsibilities

Registrar's Office

- Provides, and coordinate the provision of professional executive administrative support to the Registrar.
- Assists the Registrar and to maintain complex calendars, updating the master schedule of appointments, accepting or declining invitations and scheduling meetings and events on the direction of the Registrar and coordinating meeting and travel logistics.
- Coordinates the day-to-day operations of the executive Office, meeting with and debriefing the Registrar including the preparation, or review first draft of correspondence, reports and presentations, coordinating the flow of statistics and report content from College Program areas.
- Maintains policy and procedural manuals related to college business, ensures the minutes of the College are maintained securely.

- Contributes to the drafting and compiling of the College annual report and newsletters tracking and maintain Program statistics, and preparing analyses and commentary regarding same for publications.

Stakeholder Relations

- Builds and maintains cooperative working relationships with internal colleagues and external stakeholders and ensures the appropriate flow of timely accurate information.
- Coordinates the logistics and delivery of College special events, symposiums with TCM Associations, TCM Schools, international delegations, Ministry and agency meetings of priority within the college, Council and the professional community.

Council and Committees

- Provides, or coordinates the provision of administrative support to the Council, Executive Committee and Council sub-committees and working groups on the direction of the Registrar, including meeting preparation, follow up, minutes, annual elections process and committee member appointment and recognition.

Other tasks may be assigned by the Registrar or their designate.

Qualifications

Preferred candidates will demonstrate experience and qualifications as follows:

- Minimum 3 years experience as an EA to a senior director or CEO.
- Post-secondary education in a related discipline or a combination of education and experience.
- Experience in working with not-for-profits Boards/Councils and Committees.
- Highly skilled in Microsoft Office programs (i.e. Word, Power Point, Excel), Adobe and virtual meeting platforms.
- Superior skills in English, writing, editing and proof-reading; proficiency in French or another language would be considered an asset.
- Ability to deal with confidential and sensitive information with tact and diplomacy.
- Strong attention to detail, organizational, analytical and, excellent problem-solving skills.
- Knowledge of and ability to work within a legislative framework; demonstrated experience with the Regulated Health Professions Act, 1991 and the Health Professions Procedural Code is an asset.
- A valid criminal record check will be required by the successful candidate.

WHAT WE OFFER

A growing and dynamic organization with friendly, engaged staff in a collaborative work environment. We offer support for professional development, continuing education, competitive compensation and benefits including dental and extended healthcare insurance, paid vacation and sick days.

HOW TO APPLY

To be considered for this role, please forward your resume and cover letter to hr@ctcmpao.on.ca on or before **February 8, 2023**. Please state “**Executive Assistant**” in the subject line.

Please note: applications will be reviewed when they are received. Interviews with eligible candidates may begin prior to the deadline. The College invites all eligible candidates to apply. We thank all applicants in advance, however, only those selected for an interview will be contacted.

CTCMPAO promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request. While all applications are appreciated, only candidates selected for an interview will be contacted