

Are you well-organized, resourceful, able to handle a variety of tasks and can take initiative?

If so, we're seeking dynamic, organized and detail-oriented individuals to join our team as full-time Administrative Assistants. These roles are core to the success of our teams and provide a wide range of administrative support.

Administrative Assistants are key professionals who keep the wheels of our work turning. From organization to coordination to general support, our team relies on our Administrative Assistants so that collectively, we can make an impact for children with cancer and their families in Ontario.

One position will support programs and initiatives, while the other is focused on events and development.

About POGO:

POGO partners to achieve an excellent childhood cancer care system for children, youth, their families, survivors, and healthcare teams in Ontario and beyond. POGO champions childhood cancer care, and as the collective voice of this community, is the official advisor to Ontario's Ministry of Health on children's cancer control and treatment. POGO is a non-profit organization with charitable status.

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, great benefits and an inclusive team culture that values your contributions.

Responsibilities:

- Serve as a front-line point of contact and a positive representative for POGO with external stakeholders, including volunteer committees, clinicians, vendors, attendees, and others
- Support program teams in delivering on milestones and priorities with day-to-day administrative and operational tasks
- Assist in the preparation and scheduling of meetings, including agendas, logistics, minutes, and action items
- Prepare, edit and format documents including correspondence, reports, presentations
- Support in planning and organizing events, special functions, conferences and other activities including managing travel arrangements and other logistics
- Provide on-site support during events, including setup, breakdown, and coordination of staff and volunteers
- Assist with invoicing, expense reporting and other financially related administrative activities

- Ensure the privacy and security of personal health and confidential information
- Participate in special projects, assignments and program initiatives

Qualifications:

- 3-5 years of relevant work experience in an administrative position, ideally within a healthcare, not-for-profit or public sector setting
- Completion of college degree/diploma
- Excellent oral and written communication skills
- Detail oriented and able to work with a high degree of accuracy
- Demonstrated organizational skills and flexibility, coupled with ability to prioritize a diverse workload and ensure timelines are met
- Demonstrated project tracking skills
- Self-direction and the ability to creatively problem solve, gather and summarize information
- Excellent interpersonal skills and relationship-building capabilities, and the ability to interact with external stakeholders, staff and leaders in the organization
- Analytical, critical-thinking skills
- Able to work independently and as part of a collaborative team
- Demonstrated ability to handle sensitive and confidential information Advanced proficiency in the use of MS Office software (Word, Excel, PowerPoint, Outlook)

What we offer:

- Hybrid work model (employees are required to work from our Toronto office for 2 days/week)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time
- Participation in a defined pension plan with Healthcare of Ontario Pension Plan (HOOPP)

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

POGO is committed to meeting the accessibility needs of all applicants throughout the recruiting and selection process. Please let us know about any accommodation and/or support requirements.

For more information visit:



- www.pogo.ca
- Facebook/LinkedIn: @PediatricOncologyGroupofOntario (POGO)
- Twitter/Instagram: @pogo4kids

Please submit your applications with cover letters to bit.ly/4fXJV89

We gratefully appreciate all interest; however, only those selected for an interview will be contacted.