



Executive Assistant – CEO Office

POGO is seeking an energetic, driven, collaborative, and results-oriented individual to join our team as the **Executive Assistant** supporting the CEO and the Board.

We are looking for a seasoned professional with proven experience working with executives, preferably in a public sector and/or not-for-profit, who is sharp and attentive, has tact and diplomacy, and can manage multiple priorities with maturity and independent judgement. This individual is the lynch pin who holds everything together. You'll work on multiple projects, with internal and external partners and stakeholders, and have a meaningful impact in the childhood cancer system.

Responsibilities

- Provide comprehensive administrative support to the Executive Office, working directly with the CEO, external stakeholders, members of the Board and its committees, and the broader POGO team
- Liaise with senior external executives and their staff including government officials, funding partners and community partners
- Manage the governance cycle of Board and committee meetings including developing agendas and packages, minutes, logistics, monitoring of action items and serve as a resource on bylaws and policies
- Act as a trusted partner in discreetly handling sensitive and confidential matters
- Manage and maintain the CEO's calendar, schedule, travel, expenses
- Prepare communications, correspondence, reports and presentations
- Assist with special projects and initiatives as assigned by the executive team
- Prepare and coordinate venues, materials and catering needs for meetings and events

Qualifications

- 5-7 years of senior administrative experience, working with executive offices, within a public sector and/or not-for-profit. Experience in healthcare is considered an asset.
- Completion of college degree/ diploma or equivalent
- Governance experience supporting a Board and knowledge of governance principles and processes
- Detail oriented and the ability to work with a high degree of accuracy
- Proven organizational and time management skills, with ability to prioritize tasks effectively and respond to fluctuating demands promptly and professionally
- Excellent communication and interpersonal skills and proven ability to handle sensitive and confidential information, demonstrating significant discretion, poise, professionalism, and diplomacy as a voice of the organization
- Expert abilities with MS Outlook, PowerPoint, Word, Excel; basic proficiency with Adobe Acrobat Pro

About POGO:

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, good benefits and a generous, inclusive team culture that values your contributions.

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.

What we offer:

- Hybrid work model (candidates are required to work from our Toronto office a minimum of 2-3 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

How to Apply:

Interested applicants are invited to send a cover letter and resume (both required) as one attachment to hr@pogo.ca.

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