



Are you an experienced office administrator ready to make a meaningful impact in a dynamic environment?

If so, we're seeking a motivated, organized and detail-oriented individual to join our team as full-time Administrative Assistant. This role is essential to the success of our work at POGO, providing a wide range of administrative support.

As an Administrative Assistant, you will be a key professional who keeps the wheels of our work turning. From organization to coordination to general support, our team relies on your expertise so that collectively, we can make a significant impact for children with cancer and their families in Ontario.

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 office 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
- Experience with Asana Project Management tool is an asset
- Experience with REDCap survey and database management is an asset
- 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

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

Please note we are only accepting applications from those authorized to work in Canada and we are not currently sponsoring any work visas.

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