



*First Nations Health Managers Association*  
*Association des gestionnaires de santé des Premières Nations*

The First Nations Health Managers Association (FNHMA) is seeking a highly motivated, efficient and well-organized professional for the position of Executive Coordinator in the Chief Executive Officer's office.

FNHMA is a not-for-profit national professional association involved in expanding health management capacity for First Nations. FNHMA provides leadership in First Nation health management activities by developing and promoting quality standards, practices, research, certification, networking and professional development to expand capacity for our members and First Nations

**Reports to:** Chief Executive Officer (CEO)

### Summary

The Executive Coordinator plays a direct role in supporting the CEO with administrative and logistical duties. The Executive Coordinator must be responsive and proactive in ensuring that these administrative and logistical responsibilities are accurately completed in a timely manner in order to ensure that the CEO's progress is not delayed nor interrupted.

### Executive Coordinator Duties

- Direct support to the CEO:
  - Work with the CEO to maintain a clear and accurate calendar of meetings, events and other activities which must be completed to keep the CEO on-track;
  - Arrange meetings for the CEO with other FNHMA staff and external parties as directed, by coordinating with those parties directly or through their administrative assistants;
  - Take minutes for meetings with the CEO;
  - Make travel arrangements for the CEO in accordance with the CEO's calendar;
  - Complete expense reimbursement claims for the CEO;
  - Assist the CEO in drafting correspondence, reports and other documents by conducting research, creating drafts, proof-reading, etc.;
  - Produce briefing notes for the CEO and other FNHMA leaders;
  - Respond to requests directed to the CEO, when directed; and
  - Update the CEO's contacts as needed.
- Facilitate Communication and Collaboration
  - Organize meetings between FNHMA managers to support their efforts to collaborate and coordinate on day-to-day management, as well as special projects;
  - Provide coordination and administrative support for FNHMA-wide special projects;
  - Create email communications on behalf of CEO to the FNHMA staff, as directed;
  - Track email correspondence on major topics/decisions to ensure that decisions are clearly documented and circulated; and
  - Assist the CEO in managing their email to ensure that follow-ups are made in a timely manner.
- Supporting FNHMA Governance

- Track email correspondence with members of the FNHMA Board, ensuring that the CEO provides timely follow-up and following-up with other FNHMA managers as needed for information;
- Establishing and maintaining a database of formal Board resolutions in order to track formal decisions made by the Board from time-to-time; and
- Assist the CEO in following-up with any action items from Board meetings.
- Provide general administrative support to assist FNHMA Directors as needed.

### Qualifications

- A post-secondary degree.
- Five or more years of similar experience, preferably with indigenous organizations/audiences.
- Proficiency in Microsoft Office software.
- Fluency in both English and French, as well as fluency/familiarity with indigenous languages, is considered a strong asset.

**Salary Range:** Competitive salary and benefits package

**Term:** Permanent

**Closing Date:** October 4, 2019 at 5:00 PM EST

**Work location:** Ottawa, satellite office

**Please submit your resume and cover letter to:**

Connie Toulouse  
Director of Corporate Services  
341 Island Road, Unit E  
Akwasasne, ON K6H 5R7  
Email: [connie@fnhma.ca](mailto:connie@fnhma.ca)  
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*Preference will be given to Indigenous candidates. Only those selected for an interview will be contacted.*