

The Manitoba Institute of Child Health (a division of the Children's Hospital Foundation of Manitoba) is an independent research institute with the mission to improve the health of children and youth through ongoing basic and clinical research. We have recently recruited a new Director of Research and have the following exciting opportunity available:

**Executive Assistant**

The Executive Assistant will be responsible for providing executive-level administrative support to the Board and Senior Management of the Institute, as well as facilitate, organize, and schedule all Board and related committee meetings. A detail oriented person with excellent communication and organizational skills is required.

Candidates must have:

- Technical school/College diploma, or equivalent
- Minimum five years of related experience, preferably in a not-for-profit environment
- Excellent advanced computer skills - Microsoft Office Applications
- Ability to read and write correspondence in English

Experience working in a medical and/or research environment would be an asset. For further details on this position, visit our website at [www.mich.ca](http://www.mich.ca) under the "Join our Team" tab. Please send your resume and cover letter to:

The Manitoba Institute of Child Health  
Attention: Human Resources  
513-715 McDermot Ave  
Winnipeg, MB R3E 3P4  
Email: [humanresources@mich.ca](mailto:humanresources@mich.ca)  
Fax# (204) 789-3915

**Deadline: Thursday August 5, 2010**

We thank all candidates for applying. Only those selected for an interview will be contacted.

## **Executive Assistant**

### **Summary:**

Responsible for providing *executive-level* administrative support to the Director of Research, the Director of Operations and Business Development, and the Institute Board (including the various subcommittees of the Board).

### **Essential Duties and Responsibilities include:**

- Arranges meetings (regular and ad hoc), prepares and distributes agendas and Board packages, books meeting rooms and arranges for catering when required
- Attends all meetings. Coordinates and transcribe minutes for all meetings and ensure that minutes are distributed in a timely fashion
- Manages calendar scheduling for Senior Management
- Responsible for all issues related to Grants & Awards Guide, ie. operating grants, equipment grants, small grants, and undergraduate studentships, and for coordinating their approval process, ensuring all information is sent to committee members in a timely fashion
- Maintains up-to-date confidential files, including documentation and recording of Board and Senior Management business
- Responsible for maintaining and updating the MICH policies and procedures manual
- Works with and supports Board members, provides information and materials as necessary
- Responsible for coordinating MICH membership meetings (as required) and maintaining membership list
- Ensures the daily computer server backup tapes are taken to the Bannatyne Campus Security office at the University of Manitoba
- Assist in the organization of workshops, conference and other special meetings as required
- Provides backup coverage for Receptionist
- Other duties as assigned to assist the Board (and its subcommittees), Director of Research and the Director of Operations & Business Development

### **Education and/or Experience:**

- Trade or technical school or equivalent directly-related work experience
- Minimum of five years related experience, preferably in a not-for-profit environment
- Must have excellent advanced computer skills, especially in MS Office applications

### **Skills:**

- Ability to read and write correspondence in English
- Ability to communicate effectively (both verbal and written)
- Ability to use judgment and reasoning to solve practical problems and deal with situations where limited standardization exists and in situations involving insufficient information