



Health Out Loud (HOL) is a socially motivated grassroots movement that was founded as a student group in 2010, expanded into a non-profit organization in 2014, and became a CRA-registered charity in 2015. Through our community, high school and university programs that make health fun, relatable and understandable, we meet participant-identified health priorities for over 2000 participants. Not only do we have a huge track-record of success with innovating health, we also have a close-knit family of supportive friends and mentors. By joining our team, you will be a valued member of HOL; you will not only complete meaningful tasks, but you will also have the opportunity to transform your own ideas into real projects and shape HOL's long-term vision.

JOB TITLE: Executive Assistant Intern

REPORT TO: Managing Director

OF VACANT POSITION(S): 1

TIME COMMITMENT: 10-16 hours/week

This position is ideal for students who are:

- Pursuing a diploma/degree in business administration
- Pursuing a diploma in office administration
- Pursuing a career in the non-profit sector and project management

BENEFITS:

- An energetic, fun, and driven team culture with amazing people
- One-on-one mentorship, plus continuous opportunities to provide feedback and shape your personal Health Out Loud journey
- A safe atmosphere that is inclusive, handles mistakes constructively, and encourages learning
- Leadership, project planning and behavior management training organized by Health Out Loud
- An opportunity to use your skills and interests to engage community members in learning
- An opportunity to work alongside Health Out Loud's professional advisors, including professors, leading professionals and community workers
- A potential platform from which to explore your own initiatives and entrepreneurial ideas, beyond your role
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain
- A testing ground for improvement of presentation, public speaking, customer service and creative thinking skills
- Gain in-depth experience in a leadership role, leading a large-scale public health movement that currently reaches 2000+ people across Canada
- Development of leadership and mentorship abilities through overseeing a team of 40+ executives
- Strong project management experience including in the brainstorming, task delegation, implementation and feedback phases

RESPONSIBILITIES:

- Work directly with one sub-committee team to provide focused mentorship and guidance
- Collaborate directly with Managing Director to complete administrative duties, including maintenance of human resources paperwork, minutes, and agendas
- Prepare Google Excel sheet of attendance for weekly meetings and post the file before the meeting
- Coordinate confirming attendance by all members of the core team for weekly meetings
- Complete typing of meeting minutes and add to-dos of each weekly meetings
- Organize and maintain electronic records stored on Basecamp, Google Drive and Dropbox accounts



- Ensure Health Out Loud's mission and values are consistently emphasized and implemented throughout the entire organization, top-down
- Assist assigned sub-committee team frequently to provide continuous feedback to ensure a high-quality experience for staff, volunteers and participants
- Practice presentation skills through presenting Health Out Loud's latest news, policies and initiatives to assigned sub-committee team
- Ensure Health Out Loud's mission and values are communicated all the way from the top down within the organization and that they are followed at all times
- Attending bi-weekly core-team and sub-committee meetings as required
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements

* These responsibilities will be completed under the mentorship and supervision of a professional mentor. Students will be given more autonomy according to their comfort level and performance. We encourage all of our students to take on leadership roles, pitch ideas, and pursue personal projects.

QUALIFICATIONS:

- Leadership experience in the non-profit sector, other organizations or student groups
- Proficiency in Microsoft Office, specifically with skills in PowerPoint, Word and Excel
- Excellent customer service skills
- Attentive to detail
- Desire to grow and develop alongside the growth of our organization
- Flexibility and adaptability in an environment with shifting priorities and deadlines
- Comfortable working in both a team oriented and independent manner simultaneously
- Willingness to listen and apply constructive approaches in a team setting
- Strong verbal and written communication skills
- Excellent judgment and analytic abilities, including the capacity to assess situations, draw appropriate conclusions and make sound decisions
- Background in business administration or business related roles is an asset
- Experience working with special populations, such as young mothers, youth or newcomers is an asset

We're always interested in taking in creative, open-minded, and energetic people who can help us empower our community. We have built a wonderful team of people and a great place to work, too!

If you are interested in this position, please visit <http://healthoutloud.org/get-involved-2/join-hol/> and fill out the application online.

If we are not recruiting at the moment, please direct your interest to info@healthoutloud.org