



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

REPORT TO: Managing Director

OF VACANT POSITION(S): 4

TIME COMMITMENT: 5-6 hours/week

BENEFITS:

- An energetic, fun, and driven team culture where you get to work with amazing and like-minded 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
- Working in a flat organizational structure with reduced red-tape
- There will be opportunity to expand the responsibilities of this position, including creating a project from start to finish
- 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
- Real-life leadership experience in teaching and public health
- A chance to be part of a diverse Toronto community
- Expand and build a strong network of people from nearly every field, and at various stages of life
- An opportunity to meet Health Out Loud's professional advisors, including professors, working professionals and community leaders
- A potential platform from which to explore your own initiatives and entrepreneurial ideas
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain
- A testing ground for improvement of teaching, public speaking skills and program development 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 30+ executives
- Strong project management experience including in the brainstorming, task delegation, implementation and feedback phases

RESPONSIBILITIES:

- Oversee four sub-committee teams in order to ensure that tasks are being completed, there is consistency among sub-committees and that a strong team environment is maintained
- Work directly with one sub-committee team to provide focused mentorship and guidance
- Work alongside Managing Director to complete administrative duties, including maintenance of human resources paperwork, minutes, and agendas
- Create Google Excel sheet of attendance for weekly meetings and post the file before the weekly meeting is held
- Make sure all members of the NPO confirm attendance for weekly meetings



- Take minutes and complete to-dos of each weekly meetings as well as post them on Basecamp after the meeting has completed
- 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
- Oversee Health Out Loud's portfolio of community, high school and university programs to ensure they follow a community-based model and the organization's constitution
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements
- Attend bi-weekly core-team and sub-committee meetings
- Assist with sub-committee and Managing Director duties as required
- Check in assigned sub-committee frequently to provide continuous feedback to ensure a high-quality experience for staff, volunteers and participants
- Assist with mentorship and provide feedback to placement students in various fields, including social service work, early childhood education, health studies and nonprofit management

QUALIFICATIONS:

- Leadership experience in the non-profit sector, other organizations or student groups
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- Excellent customer service skills
- Excellent oral and written communication skills
- Exceptional organizational, time-management, and interpersonal skills
- Attentive to detail
- Ability to oversee multiple tasks and ensure each task is executed with proficiency and accuracy
- Excellent judgment and problem solving skills including the capacity to assess situations, draw appropriate conclusions and make sound decisions
- Management experience, as well as the ability to influence and motivate others while maintaining an overall commitment to excellence
- Experience with Basecamp or other management systems is an asset
- Administrative experience in scheduling meetings, composing minutes and project management/task delegation 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