



**“ Daily Physical Activity, Healthy Eating Habits & a Positive Attitude
Can Prevent Diabetes”**

Job Description

Diabetes Action Canada (DAC) Indigenous Patient Circle Support Administrative Assistant

The DAC Administrative Assistant supports the coordination activities of the Indigenous Patient Advisory Circle and the Indigenous Goal Group of Diabetes Action Canada. The Administrative Assistant also provides support to ensure the efficient overall flow of KSDPP operations.

Part time: (18.75 hours/ 2.5 Days per week)

Tasks

- Assists the Indigenous Patient Circle leads with meeting preparations including; scheduling meetings, setting agenda, preparing materials, transcription of notes and coordination of follow up action items, communications with all Patient Partners.
- Supports members of the Indigenous Patient Circle to carry out their activities, e.g., orientation for new members, and patient partner support.
- Assists with the planning, preparations and implementation of network projects; assists with developing and tracking performance metrics in collaboration with DAC counterparts.
- Ensures communications among Indigenous Patient Circle leads, DAC network partners, stakeholders and Indigenous and other organizations related to diabetes.
- Develops DAC and Indigenous Patient Circle materials and methods for patient partner recruitment and general information inquiries.
- Contributes to DAC and Indigenous Patient Circle reports, newsletters, and other communications materials.
- Co-facilitates DAC and Indigenous Patient Circle project interviews, focus groups and community consultations when requested.
- Assists in DAC and Indigenous Patient Circle knowledge translation, mentorship, and capacity building activities when requested.
- Performs other duties as required.

Other Responsibilities

- Coordinates KSDPP Community Advisory Board including scheduling meetings, setting agenda, preparing materials, transcription of notes and coordination of follow up action items, communications with all CAB members.
- Transcribes and distributes meeting notes of KSDPP Executive and KSDPP Finance Committees as requested.
- Maintains a positive work environment; a positive public image of KSDPP through effective and open communication, and role models a healthy lifestyle.
- Provides general clerical duties for the KSDPP office as requested such as directing phone calls, maintaining contact lists, responding to inquiries. Assists with the preparation and distribution of regularly scheduled reports and presentations; manages meeting schedules; creates and maintains electronic and hard copy recordkeeping systems; reviews, develops and maintains the KSDPP office supply inventory.
- While working in the KSDPP office, the DAC Administrative Assistant may have access to sensitive information including, but not limited to KSDPP records and data. The DAC Administrative Assistant will treat such information with strict confidence.

Skills & Qualifications

- A self-starter who thrives in a fast-paced work environment
- Delivers accurate and quality work in a timely manner
- Resourceful and pays attention to detail
- Excellent written and verbal communication skills
- Strong organizational, problem-solving and time management skills
- Ability to handle multiple projects and prioritize work
- Shows flexibility and is a proven team player
- Proficient in MS Office
- Knowledge of office management systems and procedures
- Good understanding of office equipment operation and maintenance
- Proven experience with at least 3 years working experience with office practices and procedures
- A certificate in administration, office management or related field is required.
- Qualified Indigenous applicants are a priority.