

Pathways Health Centre for Children, Sarnia



Pathways Health Centre for Children is a charitable not-for-profit family-centred community agency serving children and youth with physical, developmental and communication needs. Celebrating its 50th anniversary in 2025, the Centre provides a full range of pediatric rehabilitation and support services, largely funded by the Ministry of Children, Community and Social Services. In addition, Pathways offers a therapeutic pool, open to people of all ages and abilities in the community and has a licensed, integrated childcare service on site (C.A.C.H.É.).

Our vision of supporting children and youth to achieve their potential through effective partnerships aren't just words, we live it every day at Pathways.

We are currently recruiting for a permanent full-time vacancy (retirement) to join our team of professionals:

Executive Assistant

Under the direction of the Chief Executive Officer (CEO), the Executive Assistant provides senior administrative support within a confidential environment to the CEO, the Board of Directors and the Centre. This will include managing CEO and Board correspondence, scheduling meetings, monitoring workplans, developing meeting agenda packages, completing minutes and related communication. Under the Direction of the CEO, the Executive Assistant Acts as the lead administrator of the electronic policy platform, manages the Centre's administrative records and completes other duties as required.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Required education level is graduation from a two-year community college program and a post graduate program in Executive Administrative Studies or equivalent course.
- Minimum of five years senior administrative support experience
- Current proficiency in Microsoft Office suite of products
- Demonstrated proficiency in minute taking and general office procedures
- Strong interpersonal and communication skills, verbally and in writing, with all levels of the Centre staff and Board members, other agency staff, and general public
- Strong time management, problem solving and organizational skills
- Demonstrated strong organizational capabilities with the ability to handle multiple priorities and fluctuating workloads, while adhering to strict deadlines
- Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information

Salary Range: \$29.16 – \$36.44 (dependent on experience)

The successful candidate must have a valid Ontario driver's license and maintain adequate liability insurance or must have ongoing access to a vehicle and driver for Pathways business. A Vulnerable Sector Police Check (dated within the last 6 months) along with proof of applicable immunizations are also required at time of hire

Pathways Health Centre for Children strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Pathways is committed to employment equity and diversity in the workplace. Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested applicants are requested to email their resume and cover letter by **4pm on September 4, 2025**, to:

HR@pathwayscentre.org

Thank you in advance for your interest; only those selected for an interview will be contacted. Pathways Health Centre for Children does not use AI during the recruitment process.