MATAWA HEALTH
CO-OPERATIVE

Job Description

Executive Assistant

QA# MHC-JOB 025 **Dept**: Matawa Health Co-operative **Date**: January 27, 2026, **Approved By**: ED

PURPOSE OF THE POSITION

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated Co-operative consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

The Executive Assistant to the Executive Director provides senior-level administrative, coordination, and organizational support to ensure the effective and efficient operation of MHC. Reporting directly to the Executive Director, this role is responsible for managing correspondence, scheduling, meetings, travel, documentation, and information flow, while maintaining a high degree of confidentiality and professionalism. The Executive Assistant plays a key role in supporting the leadership, facilitating communication, and contributing to the overall effectiveness of MHC's programs and services.

RESPONSIBILITIES

The Executive Assistant plays a vital role in supporting the Executive Director and the day-to-day operations of the Matawa Health Co-operative. Working closely with the Executive Director, this position helps manage priorities, coordinate communication and workflow, and provide assistance to staff to support smooth, organized, and effective daily operations.

Correspondence & Workflow Management

- Coordinate and manage daily administrative activities for the Executive Director.
- Receive, screen, prioritize, and respond to routine correspondence, emails, telephone calls, and voicemail on behalf of the Director, as appropriate.
- Draft, format, and prepare professional correspondence, memoranda, briefing notes, reports, and presentations.
- Establish, maintain, and manage organized electronic and paper filing systems for administrative records.
- Track correspondence, action items, deadlines, project submissions, and reporting requirements to ensure timely follow-up.

- Support information flow between clinical leadership, MHC management, internal teams, and external partners.

Meetings, Committees & Governance Support

- Coordinate and maintain the Executive Director's daily calendar, including meetings, organization commitments, and deadlines.
- Organize, schedule, and coordinate meetings, committees, and working groups, including in-person, virtual, and teleconference meetings.
- Prepare meeting agendas, briefing materials, presentations, and information packages.
- Record, transcribe, and prepare accurate meeting minutes, action items, and summaries, and distribute them in a timely manner.
- Maintain and safeguard official meeting records, minutes, and resolutions in accordance with organizational and governance requirements.

Travel & Expense Coordination

- Coordinate and arrange travel, accommodations, and itineraries for the Director and clinical staff, as required.
- Prepare and submit travel authorizations and expense claims in accordance with MHC policies and procedures.
- Track and reconcile travel and expense documentation to ensure accuracy, completeness, and compliance.

Clinical & Program Support

- Provide administrative support to MHC's services programs and services, including tracking deliverables, reports, and funding-related documentation.
- Assist with preparation and submission of reports to funders, partners, and internal leadership, as directed.
- Support coordination with First Nations communities regarding schedules, meetings, and information sharing.
- Liaise with internal departments to support the effective delivery of services.

Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in their own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.

- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Education & Experience

- Post-secondary degree or diploma in Office Administration, Health Administration, Business Administration, or a related field.
- Minimum 3–5 years of experience in a senior administrative or executive assistant role, preferably in a health, not-for-profit, or Indigenous organization.
- Demonstrated experience supporting senior leadership and managing confidential information.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and office management systems.
- Experience working with First Nations organizations or communities is a strong asset.

Skills & Abilities

- Exceptional organizational, time-management, and multi-tasking skills in a fast-paced environment.
- Excellent written and verbal communication skills.
- High level of discretion, professionalism, and integrity when handling sensitive information.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams and stakeholders.
- Ability to prioritize competing demands and meet deadlines with minimal supervision.
- Cultural awareness and respect for First Nations traditions, values, and approaches to health and wellness.
- Fluency in Cree or Ojibway is an asset.

Other Requirements

- Valid Ontario Class G Driver's License (access to a reliable vehicle is an asset).

- Clear Vulnerable Sector Criminal Record Check.
- Proof of a current TB Skin Test.
- Willingness to travel to Matawa First Nations communities as required.
- Ability to work flexible hours, including evenings or weekends when necessary.

WORKING CONDITIONS

Physical Demands

The employee may have to travel to our First Nations communities. They may have to lift, carry, and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies, and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

_____ Employee Signature _____ Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Title _____ Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Executive Director's Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.