



**South Muskoka Hospital Foundation**  
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Governance Coordinator / Executive Assistant</b>	<b>Range: \$60,000 - \$74,000</b> <i>per annum commensurate with experience.</i>
<b>Responsible to:</b>	Foundation CEO	
<b>Qualifications:</b>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Community College Diploma or higher in Business Administration, Office Administration, Non-Profit Management or related discipline; equivalent progressive experience will be considered.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Progressive administrative experience supporting a senior-level executive, preferably in a health care, charitable or philanthropy environment.</li> <li>• Demonstrated experience supporting volunteer boards and committees, including scheduling, agendas, minutes and work plans.</li> <li>• Experience coordinating senior executive calendars, correspondence and time/task management.</li> <li>• Experience working in a small-team environment requiring versatility across administrative functions.</li> </ul> <p><b>Competencies and Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to maintaining strict confidentiality in all aspects of the role.</li> <li>• Excellent written and verbal communication skills; ability to draft professional correspondence and proofread materials to a high standard.</li> <li>• Excellent organizational, prioritization and time management skills with the ability to manage multiple priorities in a dynamic environment.</li> <li>• Strong understanding of governance principles, board and committee processes, and meetings management.</li> <li>• Proficient in Microsoft Office Suite including advanced skills in Word, Excel, PowerPoint and Outlook; experience with board portal platforms an asset.</li> <li>• Experience with donor management or CRM software an asset.</li> <li>• High level of professionalism, initiative and discretion; ability to represent the Foundation with confidence and warmth.</li> <li>• Positive, can-do attitude; works effectively both independently and collaboratively.</li> <li>• Adaptable and comfortable working flexible hours as required for evening board and committee meetings.</li> </ul>	
<b>Position Summary:</b>	<p>The Governance Coordinator / Executive Assistant is a senior administrative role that provides comprehensive support to the Foundation CEO and serves as the primary staff resource for board and committee governance. The successful candidate ensures that Foundation leadership – including the CEO, Board of Directors, and key committees – is supported with accurate, timely and well-prepared information, scheduling, documentation and correspondence.</p> <p>This role is integral to the professional and efficient operation of the Foundation. The position combines executive-level administrative support with formal governance coordination responsibilities and includes a range of front-office duties that ensure welcoming and professional experience for donors, volunteers and the public. Discretion, professionalism and sound judgment are essential at all times.</p>	

## Responsibilities

### 1. Governance, Board and Committee Support

This is the primary function of the role. The Governance Coordinator / Executive Assistant is responsible for the effective administration of all board and committee processes of SMHF, ensuring that volunteer leaders are well supported and that governance documentation is accurate, timely and professionally presented.

- Develop and maintain annual work plans for each committee based on regulatory filing requirements, fiscal year end, annual general meeting timing and audit cycle.
- Coordinate all Board and committee meeting schedules, in alignment with MAHC governance and meeting calendars, to avoid conflicts with hospital schedules.
- Coordinate academic assistance awards committee including preparing communications, tracking applications, and review process.
- Book meeting rooms, arrange catering, coordinate technology setup and distribute materials in advance of each meeting.
- Collaborate with the Foundation CEO, Board Chair and committee chairs to draft agendas; compile, proof and distribute complete meeting packages.
- Attend all Board and committee meetings as minute-taker; transcribe minutes and action items accurately; distribute follow-up materials in a timely manner.
- Maintain records of decisions, follow-up items and work plan progress aligned with committee terms of reference and governance objectives.
- Coordinate policy and procedure development including maintaining version control, managing approvals and organizing files.
- Lead coordination of the Annual General Meeting (AGM), including venue logistics, catering, communications and materials preparation.
- Support development and maintenance of the Foundation's Annual Report in collaboration with the CEO and communications staff or vendors.
- Support orientation and onboarding of new board members, committee members and volunteers.

### 2. Executive Assistant to the Foundation CEO

The role provides direct, senior-level administrative support to the Foundation CEO, enabling effective time management, communications, and stakeholder engagement.

- Coordinate and manage the CEO's calendar, scheduling internal and external meetings, resolving conflicts and managing priorities.
- Liaise with the MAHC President & CEO's office and Executive Assistant to coordinate scheduling and participation of hospital leadership in Foundation meetings and events.
- Draft, proof and prepare correspondence, presentations, reports and briefing notes for CEO review and signature.
- Receive, triage and respond to telephone and email inquiries on behalf of the Foundation CEO; flag priority items for CEO attention.
- Review incoming invoices, expense forms, purchase orders, funding requests and contracts; note issues and route for CEO review and approval.
- Maintain donor and contact files tracking CEO relationships, correspondence and cultivation notes; update the donor database as required.
- Coordinate travel and conference logistics for the CEO and senior staff as required.
- Support preparation of materials for board meetings including the CEO's report, financial summaries and any presentation materials.
- Interact with all internal and external contacts with a high degree of professionalism and discretion.

### 3. Office Administration and Front-Facing Responsibilities

As a small-team Foundation, the Governance Coordinator / Executive Assistant also provides general office administration and serves as the primary front-facing representative of SMHF for walk-in donors, callers and general public inquiries.

- Serve as the first point of contact for all in-person, telephone and general email inquiries; provide a professional, warm and welcoming experience reflective of SMHF's values.

	<ul style="list-style-type: none"> <li>• Monitor and respond to the Foundation’s general email inbox and social media daily; route inquiries to appropriate team members.</li> <li>• Develop and distribute Foundation media releases.</li> <li>• Coordinate cheque presentation logistics and communications for major donor and community recognition events.</li> <li>• Maintain office supplies inventory; ensure a tidy, organized and welcoming office environment.</li> <li>• Manage incoming and outgoing mail; handle basic copying, scanning and filing tasks.</li> <li>• Maintain the Foundation’s shared calendar; coordinate internal team meetings including agenda preparation and distribution.</li> <li>• Provide administrative support for donor communications including newsletters, event invitations and impact reports, in collaboration with communications staff or vendors.</li> <li>• Assist with event logistics including RSVP tracking, venue coordination and donor follow-up.</li> <li>• Provide coverage and continuity during team member absences.</li> <li>• Support donation processing and receipting as needed.</li> <li>• Support cross-team initiatives and special projects as assigned by the Foundation CEO.</li> </ul>
<b>Core Values</b>	Exhibits the core values of SMHF: Compassion, Accountability, Commitment, Donor-Centered, Forward Thinking, Fiduciary Integrity and Competency
<b>Health and Safety Responsibilities:</b>	<p>Adheres to Occupational Health &amp; Safety responsibilities under Section 28 of the Occupational Health and Safety Act including:</p> <ol style="list-style-type: none"> <li>a) Works in compliance with the provisions of the Occupational Health and Safety Act and the regulations;</li> <li>b) Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;</li> <li>c) Reports to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and</li> <li>d) Reports to his/her supervisor any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which he/she knows.</li> </ol> <p>Participates in a culture of safety which encourages prevention, reduces errors and safeguards patients from harm.  Completes the Ontario Ministry of Labour “Worker Health &amp; Safety Awareness in 4 Steps” training, and provides proof of completion.  Proof of immunization and vaccination records to the Hospital’s Occupational Health and Safety Department.</p>
<b>Supervision:</b>	This position does not have supervisory responsibilities.
<b>Working Conditions &amp; Conditions of Employment:</b>	<p>Foundation office, South Muskoka Hospital, Bracebridge ON. Primarily office-based; occasional community events.</p> <p>Satisfactory Criminal Record Check required. Valid driver’s license and access to a vehicle required for occasional off-site meetings and events.</p>
<b>Hours of Work:</b>	Monday to Friday (37.5 hours per week), flexibility for occasional evening attendance required for Board and committee meetings.
<b>Salary Band:</b>	Per the appropriate salary administration policy and procedures.
<b>Benefits:</b>	Extended health benefits (permanent full-time only), Enrolment in Healthcare of Ontario Pension Plan (HOOPP).

**To Apply: Please submit cover letter and resume to Leah Walker at [leah.walker@mahc.ca](mailto:leah.walker@mahc.ca) by July 8, 2026**