



**Job Description – Executive Administrator, “Early Adopter / Innovation” Hospitals & Health Care Providers Steering Committee**

**Context:** The “Early Adopter / Innovation” Hospitals & Health Care Providers Steering Committee is being established to develop a model for Ontario healthcare providers to engage with industry for the development, refinement and deployment of novel technology solutions within the health system. The Steering Committee is comprised of CEOs from Ontario healthcare organizations and CEOs of Ontario innovation-based companies. OBIO will manage the full Project Team supporting the Steering Committee.

**Description of Role:** An Executive Administrator is required as part of the Project Team to coordinate all logistics, timelines, and communications over the course of this project. The Executive Administrator will interact directly with the Steering Committee members (as well as their associates and executive assistants) and will be primarily responsible for coordinating the activities of the Steering Committee and Project Team.

This role will begin immediately (October 2017) and is expected to conclude February/March 2018 (6-month commitment with the possibility of extension).

**Responsibilities:**

- Maintenance of a full contact list of Steering Committee members (their associates and executive administrators) and adherents including brief member bios, and background information on their company/organization.
- The creation and maintenance of an up-to-date Steering Committee planning calendar outlining key dates, milestones and matters to be discussed over the course of the project.
- Ongoing coordination with members on dates and logistics for various meetings and deliverables expected over the course of the project.
- Planning and coordination for meeting venues to ensure all necessary logistics and preparation are in place for meetings.
- The accurate recording and distribution of the minutes of Steering Committee meetings, as well as any sub-committee or Project Team meetings.
- Support for the Project Team in the creation, compilation and distribution of any additional materials that will be required for any of the meetings.
- Support in coordinating materials for affiliate organizations that have agreed to support the Steering Committee.
- Support for the Project Team in the creation of communication materials related to the project.
- Support for the Project Team in reviewing, formatting, editing materials related to the project.

**Requirements:**

- Experience working in fast-paced environments and as part of a team, interacting with senior level executives, and coordinating activities for a large number of individuals.
- Excellent communication and word processing skills, and experience with multiple office software platforms and cloud-based data sharing and management systems.
- Excellent organizational skills with an ability to think proactively and prioritize work.

Interested Applicants should contact Gail Garland, CEO, OBIO @gailgarland@obio.ca