

## Northern Producer Animal Health Network Administrative Secretary

<b>Job Title:</b>	Administrative Secretary
<b>Reports to:</b>	Chair of the Board of Directors
<b>Status:</b>	Part-time up to 10 hours per month. At the Annual General Meeting, preparation of meeting resources can extend hours to additional paid time.
<b>Compensation:</b>	Salary: \$25/hour
<b>Location:</b>	Remote (NPAHN team works remotely across northern Ontario with some occasional travel required for meetings and events throughout year)

### Who are we

Northern Producer Animal Health Network (NPAHN) is an elected executive committee of large animal owners that contributes to the development and maintenance of a viable and diverse livestock industry in northern Ontario through the provision of veterinary services. They support veterinary recruitment and retention, producer education, and communication. NPAHN is one of the stakeholders in the tripartite group of Large Animal Owners, the Ministry of Northern Development (MND), and the Designated Area Contract Veterinarians (DAVA) that set up and operate the Veterinary Assistance Program (VAP) which the MND administers.

### Position Overview

Reporting to the Board Chair and working closely with the regional directors and veterinary service committees (VSCs) you will record meetings, research background information to support decision-making, encourage participation through regular communication, create and share print/social media/presentation materials to educate and support VSCs and the NPAHN Board of Directors.

### Key Responsibilities

In collaboration with the Board Chair, the manager and the NPAHN team:

- Maintain well-organized files of NPAHN communications, meetings, VSC details, NPAHN/ VAP history and resource materials
- Record and distribute minutes of all meetings including the annual general meeting
- Create, publish and share news of NPAHN, VAP and VSCs on social media, website, presentations, print materials
- Outreach to partners by sharing their related social media and events
- Research background information to support decision-making by the Board of Directors

- Support the Board Chair and directors as they work through their program year within the Veterinary Assistance Program managed by the Ministry of Northern Development in northern and remote areas of Ontario.
- excellent communication skills – verbal and written
- experienced knowledge of Microsoft Office suite, Zoom, and TEAMS with demonstrated application of Excel spreadsheet applications, PowerPoint presentations, website management
- Social media savvy able to create, schedule, post on, and manage Facebook, Instagram and X to promote our Network and support partnerships/collaboration

### **You are:**

- Detail-oriented – You recognize the importance of the fine details in written words and visuals.
- Excellent in communicating messages that share NPAHN’s mission and values in an unbiased and accurate way clearly and effectively to every audience.
- Strategic in your thinking, able to visualize what is needed, create calendars and schedules, and achieve your targeted objectives.
- A self-starter with a proven ability to create and implement fresh and effective processes to improve the overall integrity of our work.
- Resourceful asking for what you need, sharing your talents, and acting to enable problem-solving and leverage opportunities.
- Innovative, you educate and engage people and use all media available to you.

### **Competencies and other requirements**

- 2 - 5 years experience in office administration and/or project management
- Strong administrative skills.
- Strong interpersonal skills with an ability to connect with a range of stakeholders.
- Excellent oral and written communication skills; proposal writing, public speaking, and presentations.
- Proficiency with the Microsoft Office suite, Customer Relationship Management software, Canva, and fundraising databases.
- Ability to stay independently motivated and productive in a virtual work environment

### **How to Apply**

Please send your resume and cover letter to [gordmitchell46@gmail.com](mailto:gordmitchell46@gmail.com). Applications will be accepted until February 14, 2025, at 5:00 PM EST. Anticipated start date March/April 2025.