

JOB POSTING – Cross Site

Come work at LWHA!

- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Mileage for cross site travel
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries

POSITION POSTING # L25-70
LOCATION: Listowel/Wingham, Ontario
POSITION: Executive Assistant to the CEO, Chiefs of Staff and Board of Directors
UNIT: Administration
STATUS: Temporary Full-Time
START DATE: October 2025 – December 2026
SALARY RANGE: \$35.28 - \$44.07

POSITION SUMMARY:

The Executive Assistant to the CEO, Chiefs of Staff and Board of Directors acts as the administrative support for the Board, CEO and Chiefs of staff, and is responsible for coordinating and assisting with administrative and governance activities of the two hospital corporations.

QUALIFICATIONS:

- Community College diploma (required) or undergraduate degree (preferred)
- Five years' experience in a senior assistant role
- Experience in health care preferred
- Proficient in word processing, spreadsheets, e-mail and graphic software package preferred
- Exceptional organization and time management skills
- Knowledge of Robert's Rules of Order
- Adept at multi-tasking and demonstrates a highly developed ability to organize and prioritize a constantly changing workload
- Excellent interpersonal, verbal and written communication skills

EFFORT:

- Minimal Physical Effort
- High degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Provides administrative support to the CEO, Board and sub-committees, Chiefs of Staff and other medical staff as necessary, as well as the Senior Leadership and Leadership Teams
- Acts as a liaison with Board Members, hospital staff, Medical Staff, internal and external stakeholders, including municipal and community representatives, Ministry of Health and Long-Term Care, Ontario Health West, Ontario Hospital Association, other hospitals and healthcare agencies, physicians, general public, corporate law firms, media
- Advanced planning and coordinating of complex schedules for the CEO, Chiefs of Staff and Board
- Manages access to the CEO and Board in alignment with corporate priorities
- Acts as a primary resource to the Board Chair, CEO, Committee Chairpersons and other Executive Assistants in Assists with the development of agendas and resource packages, monitoring committee workplans, executing meeting arrangements, special projects/events, recording of minutes, and follow up on action items
- Liaises on behalf of the Board Chair with corporate legal counsel and/or other governance experts regarding matters related to functioning of the Board
- Ensures compliance with Board governance requirements and Rules of Order to maintain current and effective processes, including maintenance of historical Board profiles, skills matrix, committee membership list, and issuing of Board self-assessment surveys
- Coordinates other projects or tasks as required by the Board including handling of confidential information and information pertaining to Board and strategic matters
- Provides advice to the CEO around Board dynamics, and assists and supports the CEO and Board in crisis
- Drafts correspondence for the CEO, proofing for political and grammatical correctness, and works in conjunction with the CEO and communications lead to manage public image
- Organizes and attends Medical Advisory Committee meetings, minutes and correspondence
- Manages all aspects of the hospital's Medical Staff credentialing process
- Provide administrative office support: meeting room reservations, catering request, photocopying/faxing, videoconferencing, teleconferencing, travel accommodations, as required
- Travel to neighboring hospitals and outside agencies may be required from time to time
- Ensure timely submission of corporate reporting and annual attestations to the Ministry in compliance with the Public Disclosure of Information policy

HOURS OF WORK: 37.5 hours per week. Occasional weekend and evening commitments for board activities.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources, Listowel Wingham Hospitals Alliance

careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: June 27, 2026 @1:00pm

Posting Deadline: Upon Successful Recruitment

Copies To: Bulletin Board

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.