



**Our Mission**

To develop and implement accreditation standards that monitor quality assurance and promote innovation in oral health education programs and health facilities in the interest of its stakeholders, including the public.

**Our Vision**

To foster excellence in professional oral health education through accreditation.

**Our Values - We commit to:**

**Quality:** Striving for excellence in all our activities.

**Collaboration:** Working together to support and promote our mission and vision.

**Respect:** Leading through words and actions grounded in ethics, integrity, commitment, transparency and trust.

**Inclusion and Diversity:** Integrating equity, diversity, inclusion and accessibility within our vision, mission, culture, and actions.

**Accountability:** Upholding our obligations to stakeholders through clear and transparent communications.

**Impartiality and Independence:** Ensuring all decisions are fair, objective, and autonomous.

Job Description: Executive Assistant to the CEO  
Reports to: CEO of the Commission on Dental Accreditation of Canada (CDAC)  
Date: July 2024  
Direct Reports: N/A

Position Overview

The following key responsibilities are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Within the kind, level, and scope of the work performed, the position may be required to take on, or be delegated additional responsibilities or duties that are not currently or directly reflected in the description below.

The Executive Assistant will provide comprehensive administrative support to the CEO, Board of Directors, and Board Committees. This role is responsible for managing the CEO's schedule and correspondence, ensuring effective governance support, and handling office administration and filing systems. The ideal candidate will possess exceptional organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.

**Key Responsibilities**

**Governance Support**

- Provide comprehensive administrative support to the Executive Office, working directly with the CEO, external stakeholders, members of the Board and its committees, and the broader CDAC team.

- Liaise with senior external executives and their staff including funding partners and other stakeholders.
- Manage the governance cycle of Board and committee meetings including developing agendas, meeting packages, minutes, monitor action items, and serve as a resource on bylaws and policies.
- Maintain accurate records of Board and committee activities, decisions, and resolutions.
- Serve as the primary point of contact for Board members regarding administrative matters.
- Manage the nominations process for new committee members and Board Directors, including maintaining up to date lists and term details.
- Support the Annual Members Meeting including managing the invitations and associated correspondence, development of meeting materials, recording of minutes and action items.
- Coordinate all Board expense reports.
- Act as a trusted partner in discreetly handling sensitive and confidential matters.
- Prepare communications, reports, and presentations.
- Assist with special projects and initiatives as assigned by the CEO.
- Coordinate and schedule Board and committee meetings, ensuring compliance with governance policies and procedures.
- Prepare and coordinate venues, materials, and catering needs for corporate meetings and events.

### **CEO Support**

- Manage the CEO's calendar, schedule appointments, and arrange meetings and conferences.
- Handle all incoming and outgoing correspondence on behalf of the CEO, including emails, letters, and phone calls.
- Prepare and edit documents, presentations, and reports for the CEO.
- Arrange travel, accommodations, and itineraries for the CEO and visiting Board members or stakeholders.

### **Office Administration**

- Oversee general office operations, including ordering supplies, managing office equipment, and ensuring a clean and organized workspace.
- Coordinate with IT and other departments to resolve any office-related issues.
- Handle incoming and outgoing mail and packages.

### **File Management**

- Maintain organized and up-to-date electronic and paper filing systems for the CEO and the Board.
- Ensure the confidentiality and security of sensitive information.
- Archive and retrieve documents as needed.

### **Other Administrative Functions**

- Provide administrative support for special projects and initiatives as assigned by the CEO.
- Assist with the planning and execution of organizational events and meetings.
- Perform other duties as required to ensure the smooth operation of the executive office.

## Qualifications

- 5-7 years of senior administrative experience, working with executive offices, preferably within a healthcare or public sector setting.
- Business or administrative degree/post-diploma or equivalent.
- Governance experience supporting a Board and knowledge of governance principles and processes would be considered an asset.
- Detail oriented and the ability to work with a high degree of accuracy.
- Proven organizational and time management skills, with ability to prioritize tasks effectively and respond to fluctuating demands promptly and professionally.
- Excellent communication and interpersonal skills and proven ability to handle sensitive and confidential information, demonstrating significant discretion, poise, professionalism, and diplomacy as a voice of the organization.
- Expert abilities with MS Outlook, PowerPoint, Word, Excel; basic proficiency with Adobe Acrobat Pro.

## Work Environment

- **Physical Demands:** Must be able to sit for extended periods, use a computer, and occasionally lift office supplies up to 20 pounds.
- **Work Conditions:** Standard office environment; occasional travel may be required for Board meetings or events.

## About CDAC:

The Commission on Dental Accreditation of Canada (CDAC) is the body responsible for accrediting dental, dental specialty, dental residency, dental hygiene, and dental assisting education programs in Canada. CDAC also accredits dental services and internships. In Quebec, dental services accredited by ODQ are recognized by CDAC. CDAC is a great place to grow your career and support the advancement of accreditation standards for Dentistry in Canada. We offer a highly flexible work environment, great benefits and a generous, inclusive team culture that values your contributions.

We are a newly independent organization and are a small, tightly knit team. We value a supportive work environment and strong teamwork. We are looking for a dedicated, self starting and motivated individual to join our small but growing team.

What we offer:

- Hybrid work model (mixture of home and office work)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time
- Participation in a defined pension plan

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

## **Application Process**

Interested candidates should submit a resume and cover letter detailing their qualifications and experience and salary expectations to [cdac@cdac-cadc.ca](mailto:cdac@cdac-cadc.ca) by July 31

*CDAC is dedicated to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. If you require any accommodation during the recruitment process, please reach out to us.*

*We thank all applicants for their interest; only those selected for an interview will be contacted.*