

Welcome to Your Community Health Centre

We're glad you're here...



West Elgin
Community
Health Centre

The West Elgin Community Health Centre has served our rural communities for over 30 years.

We work alongside extraordinary people at the Centre and are very proud to be a part of an alliance of community health centres across the province.

Our Centre focuses on improving the health and wellbeing of people and communities as we continue to value and advocate for a more inclusive society. We believe that housing, education, food, and the environment all play a role in health and well-being. We also believe that language, literacy, and poverty should not get in the way of receiving great care.

Our team provides primary care, illness prevention, health promotion services, and a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect, and equity. Our vision supports a vibrant and caring community, people, and workplace.

JOB POSTING

Executive Assistant

One Vacancy, Full-Time Employment, ON-SITE

\$58,598—\$68,933 annually, 37.5 hours per week

Excellent Group Benefits and Paid Time Entitlements, HOOPP

Primary Responsibilities:

The Executive Assistant provides administrative support to the Senior Leadership Team, the Board of Directors, and various committees. This position is also the Centre's corporate communications and media relations lead.

Responsibilities include, but are not limited to, senior leadership assistance such as general correspondence, scheduling meetings, travel arrangements, presentations, and various reports. Board administrative support includes monthly meeting preparations, annual general meeting planning and other community engagement events, strategic planning, and Board workplan support.

As the corporate communications and media lead, the Executive Assistant will maintain the website and social media platforms, website event calendar, create and manage marketing materials for the Centre, and regularly develop articles about the Centre, its services, and its employees.

What Do You Bring to the Position?

- Degree/diploma in office/business administration with 3-5 years' experience.
- With excellent communication skills, our successful candidate has the ability to multi-task, maintain confidentiality, is creative and innovative with proficiency in various Microsoft Office and publishing software, and a strong understanding of corporate image/branding.
- Demonstrated alignment with the Centre's mission, values, and model of care.
- Vulnerable Sector Police Check is required as a condition of employment.

APPLICATION:

Posting Closes October 11, 2026

Please e-mail resume and cover letter
Andy Kroeker akroeker@wehc.on.ca

West Elgin Community Health Centre
153 Main Street, West Lorne N0L 2P0

AI USAGE:

People are engaged at every stage of our recruitment process. We do not use artificial intelligence to screen or select candidates.

wehc.on.ca

~Caring for You Since 1994~

We are Hiring:

**Executive Assistant
Full-Time Employment**

September 28, 2026



Our Centre values diversity and supports an equitable and inclusive workplace where individual differences are respected.

We sincerely thank all applicants for their interest. However, only candidates selected to interview will be contacted.

Should you require accommodation during any stage of the recruitment process, please contact us.