



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

SENIOR EXECUTIVE ASSISTANT Office of the Registrar

Full-time, 35 hours/week

For Canadians living in the 21st century, healthcare means more than just doctors and hospitals. It means access to a huge variety of healthcare practitioners, from dietitians and physiotherapists, to midwives and massage therapists.

Canadians today have greater access to healthcare options than at any other time in history, which means there is an ever-growing responsibility to maintain public safety.

We're the [College of Massage Therapists of Ontario](http://www.cmto.com), and since 1919 we've ensured that every one of our registrants is held to the highest standards of quality, ethics, and safety. With the growing popularity of massage therapy as an effective treatment for a wide variety of medical concerns, our work is more important than ever.

This is an exciting time for us – our organization is growing! We're now looking for a new Senior Executive Assistant to help keep us working smoothly and efficiently, for all our stakeholders, primarily the public of Ontario.

As our new Senior Executive Assistant, you will work closely with our Council (Board of Directors), our Council's executive committee, and our Office of the Registrar (Registrar and Deputy Registrar) to provide the administrative, communications, and coordination support that will enable our organization to thrive and make a difference for Ontario.

In this challenging and complex role, you will provide support from a logistical and organizational standpoint, inclusive of:

- Coordinating, organizing and preparing council, committee, and senior management meetings and materials (agendas, presentations, reports, etc.)
- Taking meeting minutes and tracking and following up on deliverables and decisions
- Drafting correspondence and preparing briefing notes and presentations
- Maintaining and updating Council policies, handbooks, contact lists and other key governance documents
- Coordinating the Council elections/appointments

College of Massage Therapists of Ontario

1867 Yonge Street, Suite 810
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):
1-800-465-1933

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As a seasoned executive assistant with experience working in a regulatory body (or in a highly regulated environment), you understand the complexities of effective organizational governance.

Along with your solid understanding of non-profit governance, you'll bring with you a high degree of business acumen, a commitment to customer service excellence, and a practiced sense of discretion and confidentiality that will enable your success.

Your excellent communication and relationship-building skills will also allow you to act as a key liaison between the Office of the Registrar, the Council, and key internal and external partners.

You will interact with a variety of people, including management, registrants, and the public, upholding the highest standards of professionalism while building rapport, and strong, trust-based relationships with everyone you meet. You will become a trusted source of service to all you interact with.

The very best in this role are:

- **Motivated** – they're passionate about the CMTO's purpose, and dive in to make an impact. They have a track record of excellence and are driven to succeed.
- **Confident** – they're comfortable working directly with our Council and the Registrar and Deputy Registrar and work independently without needing a lot of direction.
- **Knowledgeable** – they have a solid foundational understanding of governance and understand the needs of a regulatory or non-profit body. They own their role and are a trusted source of information.
- **Forward-thinking** – they're able to anticipate (and address) opportunities and potential problems before they happen.
- **Detail-oriented** – precision and accuracy are paramount to success in this role, so the best do things right, the first time around.

Working @ the CMTO

This is a full-time position, in our Davisville location, just steps from the Davisville subway. You'll work Monday – Friday, 8:30am to 4:30pm. We offer a competitive starting salary, commensurate with experience. You'll have a generous benefits plan and three weeks' vacation to start.

This is a terrific opportunity for someone who is looking to build a career in a highly varied and interesting role. You'll find lots of opportunities for personal growth and development. Our team is collaborative, respectful, with high emotional intelligence (and a great sense of humour!).

If this role sounds like your idea of meaningful work, then we can't wait to meet you.

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Specifically, we would like you to have the following qualifications:

- Significant experience in a senior administrative role (as an executive assistant, board secretariat, or similar)
- Experience working for a regulatory body (preferably in a regulated health college) with emphasis and knowledge of governance
- Experience working with councils/boards of directors
- Advanced level experience with the Microsoft Office suite, including document formatting, spreadsheets and formulas, PowerPoint
- Knowledge of Ontario's health regulatory systems and familiarity with legislation, regulations, by-laws, and internal policies and procedures is an asset
- University degree or college diploma in public administration, governance, management support, regulatory affairs (or other relevant discipline) is a major asset

How to Apply

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

Please apply here: <https://www.fitzii.com/apply/34203?s=li>

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.

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