

**CARSWELL CENTRE**

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Toronto, ON M4C 1J3  
Tel: 416-699-7775  
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**COXWELL SITE**

#105-840 Coxwell Ave  
Toronto, ON M4C 5T2  
Tel: 416-469-6464  
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**TAYLOR MASSEY**

4 The Market Place  
Toronto, ON M4C 5M1  
Tel: 647-251-8195  
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### **Senior Leadership Support & Data Coordinator**

<b>Title:</b>	<b>Senior Leadership Support &amp; Data Coordinator</b>	<b>Employment Term:</b>	<b>Permanent</b>
<b>Reporting to:</b>	SETFHT CEO	<b>Employment Type:</b>	Full-Time (1.0 FTE)
<b>Positions Available:</b>	1	<b>Location(s):</b>	Hybrid (All 3 Sites)
<b>Hourly Rate:</b>	\$30.73 - \$33.34 per hour	<b>Posting Status:</b>	Open until filled

### **Benefits**

- Health & Dental benefits, including AD&D, Long-Term Disability (LTD), and optional Life Insurance
- Healthcare of Ontario Pension Plan (HOOPP)
- Employee & Family Assistance Program (EFAP)
- Paid time off (vacation, sick, and personal days)
- Professional development time and funding

### **Company Description**

South East Toronto Family Health Team (**SETFHT**) is an academic primary care clinic affiliated with the University of Toronto. Our organization comprises a range of Interdepartmental Healthcare Professionals (**IHPs**), including physicians, medical residents, nurse practitioners, registered nurses, social workers, registered dietitians, patient care coordinators, pharmacists, physician assistants, and chiropodists, all supported by an exceptional administrative team.

SETFHT is a proud partner at the Health Access Taylor Massey (**HATM**) clinic, which enhances primary care and interprofessional resources within the Taylor Massey community. SETFHT also utilizes existing community supports, services, and partnerships to improve access to comprehensive, equitable, and integrated primary and social care for local residents. SETFHT is dedicated to innovation, continuous improvement, and the strategic use of advancing technology to strengthen care delivery, improve efficiency, and enhance the experience of patients, providers, and staff.

### **Position Profile**

The Senior Leadership Support & Data Coordinator plays a critical role in supporting SETFHT's organizational effectiveness by providing high-level administrative, logistical, and project coordination support to the Senior Leadership Team (**SLT**).

Working closely with the CEO, other SLT members, and the board of Directors as required, this role ensures the smooth coordination of leadership activities through expert scheduling, meeting management, documentation, and professional communication.

In addition, the Senior Leadership Support & Data Coordinator supports organizational accountability and informed decision-making through the coordination, analysis, and reporting of organizational data. This includes maintaining performance-tracking tools and dashboards, and supporting funder and stakeholder reporting requirements to advance quality improvement initiatives and operational efficiency.

### **HEAD OFFICE**

4<sup>th</sup> Floor - 1871 Danforth Avenue   Toronto, ON   M4C 1J3   T: 416-423-8800   F: 416-423-8803



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## **Role & Responsibilities**

With a strong emphasis on professionalism, confidentiality, and organizational excellence, the Senior Leadership Support & Data Coordinator provides high-level administrative support to the SLT. The role also supports leadership and organizational priorities through data coordination, reporting, and performance tracking.

### **Key responsibilities include:**

- Provide advanced administrative and logistical support to the Senior Leadership Team, including the CEO, and support Board of Directors activities as required
- Coordinate complex scheduling, meetings, and calendars for senior leaders, including preparation of agendas, briefing materials, and follow-up documentation
- Support leadership initiatives and strategic projects through tracking action items, timelines, and deliverables, and proactively following up to ensure completion
- Prepare, organize, and manage confidential documentation, correspondence, and records with a high degree of discretion and accuracy
- Facilitate clear, professional, and timely communication between senior leadership, internal teams, Board members, and external stakeholders
- Coordinate the collection, validation, analysis, and reporting of organizational data to meet funder, stakeholder, and internal accountability requirements
- Prepare and maintain dashboards, reports, and performance-tracking tools to support quality improvement, planning, and decision-making
- Respond to and support leadership-level data requests, ensuring accuracy, consistency, and timely delivery of information
- Collaborate with internal teams to strengthen data workflows, reporting processes, and data integrity
- Ensure all leadership support and data activities comply with organizational policies, privacy requirements, and applicable regulations

## **Skills & Qualifications**

- Post-secondary education in business administration, health administration, data analytics, or a related field, or an equivalent combination of education and experience
- Demonstrated experience in providing senior-level administrative or executive support, including complex schedule and meeting coordination
- Experience in data coordination, reporting, performance tracking, or analytics, preferably in a healthcare or not-for-profit environment
- Strong analytical skills, with the ability to interpret data, identify trends, and present information clearly to leadership audiences
- Advanced proficiency with Microsoft Excel and other Microsoft Office applications; experience with dashboards or reporting tools is an asset
- Exceptional organizational and time-management skills, with the ability to manage multiple priorities and deadlines
- High level of professionalism, discretion, and judgment when handling confidential and sensitive information
- Excellent written and verbal communication skills, with strong attention to detail



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- Proven ability to work independently and collaboratively with senior leaders and cross-functional teams
- Commitment to SETFHT's mission, values, and strategic priorities, including accountability, collaboration, and continuous improvement

### **Additional Information**

Please be aware that the South East Toronto Family Health Team does not utilize artificial intelligence (AI) for screening, assessing, or selecting applications for this position. All hiring decisions are made by human reviewers.

We appreciate all applicants' interest; however, only those selected for an interview will receive acknowledgment. Additionally, a criminal background check will be required for this role.

SETFHT is dedicated to fostering a respectful and inclusive workplace and upholds Anti-Oppression principles. We encourage qualified applicants of all ages, races, ethnic origins, religions, abilities, gender identities, sexual orientations, and persons with disabilities to apply, reflecting the diversity of the communities we serve.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be available throughout the hiring process upon request.

SETFHT maintains a scent-free environment. All employees, students, volunteers, and visitors are asked to refrain from wearing fragrances or scented personal care products (such as perfumes, lotions, hairspray, etc.) while on our premises.

### **Job Contact Information**

Human Resources

South East Toronto Family Health Team

E-mail: [humanresources@setfht.on.ca](mailto:humanresources@setfht.on.ca)

Subject: Senior Leadership Support & Data Coordinator

