

## Who are we?

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services.

Further information about the Foundation is available at [www.vghfoundation.ca](http://www.vghfoundation.ca).

The Foundation's Community Giving & Engagement (CG&E) Division exists to inspire, engage and convert community-level philanthropic support (up to \$25K) to VGH & UBC Hospital Foundation. The Division includes the Annual Giving, Fundraising Events, Marketing & Communications, Asian Strategy and Lottery teams.

## What's the opportunity?

Reporting to the Director, Community Giving, the Administrative Assistant's primary responsibility is to support the teams within the division by centralizing and standardizing administrative tasks and processes, enabling them to focus on fundraising activities and priorities. A small but key part of the role is also to provide administrative support to the Senior Vice President (SVP), Community Giving & Engagement and/or the Director, Community Giving including calendar management, meeting administration and team communications. You will:

- Provide day-to-day administrative support to the division, including but not limited to, scheduling meetings, ordering and handling invoices, responding to phone, email and in-person inquiries, drafting correspondence, data entry, preparing routine reports, managing event invitations and guest lists, organizing supplies and assisting with the communication flow between CG&E teams
- Support the Senior Vice President (SVP) and/or Director with a range of administrative tasks including calendar management, meeting administration and team communications
- Bring consistency to the teams by implementing or maintaining identical or similar systems, processes and procedures in all areas, maximizing efficiency and reducing redundancies/duplication
- Contribute to departmental work planning by offering input and providing administrative support
- Provide administrative assistance for special projects and organization-wide initiatives

## What do you bring?

- Previous experience in an administrative position, preferably with a charity or non-profit
- Outstanding attention to detail and strong communication skills (written and verbal)
- Proven ability to manage multiple assignments simultaneously; adept at rapid task-switching
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters
- Proficiency in Microsoft Office programs – Word, Excel, PowerPoint, Outlook
- Analytical, budgeting, and problem-solving skills
- University degree or equivalent diploma, or combination of education and experience related to sales or fundraising
- Familiarity with a CRM database, Salesforce knowledge an asset

## What do we offer?

This is a full-time permanent role. The successful person can expect a competitive base starting salary between \$42,368 and \$48,420, depending on experience. Additional variable pay, benefits, pension, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

## To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with “[Your Name], CG&E Admin Assistant” in the file name and email subject line, to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca) by midnight on Sunday 28 November.