

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.

What's the opportunity?

The main focus of this role is to support the implementation of the roadmap to improve reporting and analytics capabilities (the Project), with a focus on using Salesforce reporting functionalities. The Project Coordinator will work closely with stakeholders across the Foundation to help deliver on this organizational priority project efficiently and effectively.

Reporting to the Associate Director, Fundraising Research & Analysis, the project coordinator will track and disperse all of the information related to the project the various project stakeholders need to do their jobs effectively and will ensure stakeholders' work is coordinated throughout the project lifecycle. The Project Coordinator is responsible for keeping the project organized and running smoothly.

Other duties and responsibilities include:

- Supports AD, FR&A, in coordinating and delivering the project as a strategic change initiative
- Monitors progress for the project; reviews status reports for integrity, accuracy and timeliness
- Keeps detailed project notes and records for the project, maintaining logs to track issues, action items, risks, queries and change management for the project and follow up, as required
- Acts as system administrator of the project document repository, including coordinating the collection and filing of project documentation
- Organizes project and stakeholder input/information meetings, including scheduling them, preparing agendas, tracking all requirements to be reviewed, and coordinating meeting materials from appropriate participants

Key outputs of project activities include the development of reporting and analytics training materials and the development of dashboards. As such, the Project Coordinator creates Salesforce standard dashboards and reports, and conducts research for and drafts training materials.

The Project Coordinator is also responsible for the management of administrative tasks, such as gathering information, organizing meetings, collating and distributing documents and information, and supporting project communication.

What do you bring?

- Effective verbal and written communication skills.
- Strong customer service skills, including timeliness, active listening, attentiveness, empathy, responsiveness
- Highly developed organizational skills. Ability to organize workflow in order to accomplish multiple, changing priorities within tight timeframes; ability to tap into available resources,
- Ability to work with and manipulate data, and to synthesize information and create systems and reports that are effective and easily understood by staff

- Proficient in use of Microsoft Office. Experience using a complex database.
- Show attention to detail and keep accurate records
- Demonstrated ability to prioritize and resolve problems – both technical and customer-service related
- Able to think through problems critically and logically;
- Ability to work independently and also to function as a team member
- Experience using Salesforce is an asset

What do we offer?

This is a full time, 12-month contract position, with the possibility of extension. The successful person can expect a competitive base starting salary between \$49,134 and \$55,834, depending on experience. Additional variable pay, 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 and “Project Coordinator”** in the subject line and file name, by **9:00 am on May 30th, 2022** to hr@vghfoundation.ca

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.