



Administrative Assistant

VGH & UBC Hospital Foundation
Full Time - Permanent

Who We Are

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.

About This Role

Reporting to Associate Director, Fundraising Events, the Administrative Assistant provides essential administrative support across the whole Community Giving and Engagement Division, improving the efficiency and effectiveness of the teams by centralizing and standardizing administrative tasks and processes, and enabling the teams to focus more on fundraising activities and priorities. A small but key part of the role is providing administrative support to two Associate Directors within the division.

Key Responsibilities

- Provides 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
- Supports two Associate Directors with a range of administrative tasks including calendar management, meeting administration, team communications, data entry and expense submissions
- Brings consistency to the teams by implementing or maintaining identical or similar systems, processes, and procedures in all areas, maximizing efficiency, and reducing redundancies/duplication
- Contributes to departmental work planning by offering input and providing administrative support
- Provides administrative assistance for special projects and organization-wide initiatives

What You Offer

- Previous experience in an administrative position, preferably with a charity or non-profit
- Outstanding attention to detail and strong communication skills (written and verbal)
- The ability to speak Mandarin or Cantonese, or read and write Chinese, would be an asset
- Proven ability to manage multiple assignments simultaneously; adept at rapid task-switching
- Demonstrated judgment and discretion in dealing with confidential and sensitive matters
- Proficient in Microsoft Office programs – Word, Excel, PowerPoint, Outlook
- Analytical, budgeting, and problem-solving abilities
- 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



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What We Offer

The successful candidate can expect a starting salary between **\$50,005.76** and **\$56,824.73**, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently **\$64,211.94**.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, minimum four weeks' paid vacation, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package. If you'd like more information on what we offer, please ask!

To Apply

Please send your resume to our recruitment partner, Ellie Stojanovski of The Tandem Team, at ellie@thetandemteamrecruitment.com by the 14th of April 2024