

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. Further information about the Foundation is available at www.vghfoundation.ca.

The President's Office provides expertise and support to the Foundation in the areas of governance, internal communications, and policy framework development and monitoring. In addition, the department also provides administrative and small-project coordination support to the President & CEO.

About The Role

Reporting to the Manager, President's Office and Governance, the Executive Assistant provides high-level confidential administrative support to the President & CEO, including project managing their workload and priorities.

Key Responsibilities

- Maintains the President & CEO's calendar, contributing to them being well prepared through effective preparation of materials and appropriate scheduling
- Coordinates key meetings and events with donors, staff, and other stakeholders, ensuring agendas/minutes and supporting materials are circulated on time and all necessary meeting arrangements, including room bookings and catering, are in place
- Manages donor and prospect portfolio in Salesforce, tracking all moves, proactively identifying next steps, and ensuring all information in contacts records is kept up-to-date and accurate at all times
- Creates and reviews communications, correspondence, meeting material and other written collateral for review and/or signature by the Manager or President & CEO
- Schedules and organizes the President & CEO's business trips and makes all travel arrangements including reserving flights, hotels, car rentals, etc.
- Manages the expense reports and credit card reconciliation for the President & CEO
- Takes a proactive approach to resolving day to day issues or problems, largely related to administration and scheduling of the team's work, operating under the general direction of Foundation policy/procedure and the Manager and President & CEO
- Communicates effectively with Foundation staff, VCH leaders and senior volunteers on behalf of the President & CEO
- Participates in team and project meetings, contributing ideas and feedback on how best to administrate and coordinate the work of the division and specifically the workloads of the President & CEO

What You Offer

- Understands how to deliver effective and high-quality customer service to a culturally, linguistically, and professionally diverse customer base
- Holds strong knowledge of the standards, tools and methods required to deliver high quality administrative and executive support

- Good written and verbal communication skills
- Exceptional personal organization and time/task management skills
- Demonstrable ability to coordinate the schedule of a senior executive
- Demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints
- Strong computer skills, particularly in the use of Microsoft Office and CRM software (Salesforce is an asset)

What We Offer

This is a full-time permanent position. The successful candidate can expect a starting salary between **\$56,256** and **\$63,928**, 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 **\$72,238**.

Additional variable pay, benefits, 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

Please submit your application to our recruitment partner, Ellie Stojanovski of The Tandem Team, at ellie@thetandemteamrecruitment.com by 14th of July 2024.

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.