

VGH+ Executive Assistant, Finance & Operations

JOB POSTING



VGH + You

The leading charity investing in health care innovation in BC

VGH+
UBC hospital
foundation

As Vancouver Coastal Health's primary philanthropic partner, VGH & UBC Hospital Foundation raises essential funds for VGH, UBC Hospital, Vancouver Coastal Health Research Institute, G.F. Strong Rehabilitation Centre and Vancouver Community Health Services. Donations fund groundbreaking research, world-class health care teams and life-saving treatments for the most complex cases across the province.

VISION

Healthier lives for healthier communities in BC.

MISSION

We create and inspire a community of donors to catalyze health care innovation in BC.

VALUES

Bold

We embrace courage, creativity and forward-thinking, and are catalysts for breakthroughs, positive change and innovation.

Integrity

We are steadfast in our commitment to honesty, trust, maximum impact and stewardship, and operate with purpose and transparency.

Community

We are committed to people and communities, fostering relationships, collaboration and partnerships.

OUR BENEFICIARIES

+Vancouver General Hospital +UBC Hospital +Vancouver Coastal Health Research Institute
+G.F. Strong Rehabilitation Centre +Vancouver Community Health Services

WHY VGH & UBC HOSPITAL FOUNDATION?



+FLEXIBLE WORKING HOURS

Enjoy flexible start and finish times, and compressed summer schedules.

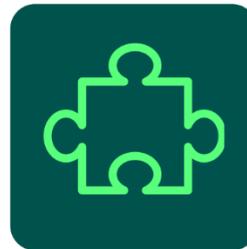


+GENEROUS LEAVE

Benefit from 4 weeks of vacation, 5 personal leave days, and a '9-day fortnight' program.

+PENSION PLAN

Enroll in the Municipal Pension Plan for long-term financial security.



+COMPREHENSIVE BENEFITS

Access health, dental, and extended health benefits, life insurance + more.



+INCLUSIVE CULTURE

Join a diverse and inclusive workplace committed to equity and continuous improvement.



+DEVELOPMENT OPPORTUNITIES

Grow your career with our promotion from within policy and learning resources.





Executive Assistant, Finance & Operations

The Role

The Executive Assistant, Finance & Operations provides confidential, high-level administrative and coordination support to the Vice President, Finance and the Finance Division, including Finance & Accounting, Information Systems & Technology, Gift Processing, and CRM & Data.

The role supports the Vice President, Finance and divisional leaders by enabling effective prioritization, coordination, and follow-through across divisional operations, committees, and initiatives for which the Vice President, Finance is accountable. Acting as a central point of coordination, the Executive Assistant helps ensure leaders are supported, information flows efficiently, and work progresses in a timely and organized manner.

In addition to executive and divisional support, the role provides administrative and coordination support for the 900 Block capital project, working closely with the Vice President, Finance and both internal and external partners to support meeting coordination, briefing preparation, documentation, and follow-up. Success in this role requires strong judgment, discretion, and the ability to anticipate needs, manage competing priorities, and work effectively with diverse stakeholders in a complex, mission-driven environment.

This is a 12-month contract role

Key Responsibilities

- Acts as a central point of coordination for the Finance Division, supporting the Vice President, Finance and divisional leaders in managing priorities, workflows, and follow-through
- Manages the Vice President, Finance's calendar and inbox, exercising sound judgment, discretion, and prioritization
- Manages and prioritizes multiple tasks while accommodating the priorities and deadlines of the Vice President, Finance and the Foundation
- Maintains the calendar for scheduling key meetings and events to meet organizational deadlines and priorities. Ensures that all events and meetings flow logically and take into consideration organizational events and happenings
- Coordinates committees, working groups, and forums for which the Vice President, Finance is accountable, including agenda preparation, minute-taking, action tracking, and timely distribution of materials
- Manages expense reports and credit card reconciliations accurately and in a timely manner
- Managing equipment and supply needs, including furniture, kitchen appliances, and office equipment and supplies
- Implements and maintains a standard of documentation related to facilities operations, including policies, procedures, guidelines, rules, and records, to support efficient operations and minimize risk and cost exposure
- Assesses and troubleshoots facilities-related issues impacting daily business operations, coordinating timely resolution and minimizing unplanned disruptions
- Purchases supplies, stationery, small equipment, and furniture in coordination with the Receptionist & Office Assistant, for both offices
- Processes invoices for facilities-related and Finance-related expenses accurately and in a timely manner

- Facilitates internal and external office moves, providing coordination support from planning through execution

What you offer

- Demonstrated experience as an Executive Assistant or in a senior administrative role supporting executives and leadership teams; experience in finance, not-for-profit, and/or health care environments is an asset
- Post-secondary education (degree or diploma), or an equivalent combination of education and experience in a related field
- Proven ability to exercise a high level of integrity, discretion, and sound judgment when working with senior leaders and handling confidential or sensitive information
- Strong planning, organizational, and time management skills, with exceptional attention to detail
- Demonstrated ability to anticipate needs, manage competing priorities, and adapt to changing demands in a complex environment
- Well-developed problem-solving skills, with a practical, solution-oriented approach to work
- Strong written and verbal communication skills, with the ability to interact professionally with a diverse range of internal and external stakeholders
- Demonstrated ability to work effectively within time and resource constraints, maintaining accuracy and quality under pressure
- Proven capability to manage multiple tasks simultaneously and meet tight deadlines
- Proficiency in the Microsoft Office suite and comfort working with information systems, documentation tools, and emerging technologies
- Demonstrated ability to quickly learn and effectively use new tools, systems, and processes

What we offer

The successful candidate can expect a starting salary between **\$72,430** and **\$82,307**, 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 **\$93,006**.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

To apply

Please send your application to Human Resources via email at careers@vghfoundation.ca by **Sunday March 8, 2026**.

We welcome applications from anyone who is eligible to work in BC. 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.