

VGH+ Administrative Assistant

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.





Administrative Assistant

The Role

The Administrative Assistant provides operational and administrative leadership across signature fundraising events, corporate partnerships and divisional initiatives. The role is responsible for coordinating key processes including donor and guest management, event registrations and RSVP tracking, seating administration, data integrity, gift processing support, financial administration and CRM documentation. Through strong project coordination, process management and customer service, the Administrative Assistant helps ensure the successful execution of fundraising initiatives while supporting efficiency, consistency and accountability across the Community Giving & Engagement Division. The role also serves as a resource for co-op students, volunteers and new team members, providing day-to-day guidance on administrative processes, systems and best practices.

Key Responsibilities

- Provides administrative and operational support to the Fundraising Events & Corporate Partnerships and Asian Strategy teams, ensuring the efficient execution of fundraising activities, donor stewardship, and departmental priorities.
- Coordinates event administration activities including RSVP management, guest registration, seating plans, invitation tracking, volunteer coordination, auction administration, and post-event stewardship.
- Supports financial and gift administration processes, including invoice processing, expense submissions, payment tracking, gift processing support, donor documentation, and the collection of required approvals and signoffs.
- Maintains accurate constituent, event, and fundraising data within Salesforce and other systems to support donor engagement, reporting, and operational effectiveness.
- Prepares and distributes reports, dashboards, lists, and data extracts to support fundraising activities, event planning, stewardship, and decision-making.
- Coordinates meeting logistics, prepares materials, records meeting minutes, tracks action items, and maintains departmental documentation.
- Maintains project trackers, records, templates, and standard operating procedures to support operational continuity, consistency, and knowledge sharing.
- Supports divisional initiatives and special projects as assigned.
- Produces recurring and ad hoc reports, reconciliations, and tracking documents using data from Salesforce and other systems.

What You Offer

- Exceptional organizational skills with the ability to manage multiple priorities and competing deadlines in a fast-paced environment.
- Experience supporting financial administration functions, including invoices, expenses, budget tracking, or payment reconciliation.
- Advanced proficiency in Microsoft Office Suite, particularly Excel, Word, Outlook, PowerPoint, and Teams.
- Experience maintaining accurate data and generating reports from CRM databases, system and platforms; Salesforce experience preferred.
- Strong analytical skills with the ability to compile, validate, and interpret data from multiple sources.

- Demonstrated ability to coordinate projects, manage administrative processes, and work effectively across multiple stakeholders and systems.
- Proven ability to prepare meeting minutes, track action items, and maintain accurate records and documentation.
- Strong critical thinking, problem-solving, and process improvement skills.
- Excellent written, verbal, and interpersonal communication skills with a commitment to outstanding customer service.
- Demonstrated judgment, discretion, and professionalism in handling confidential information.
- University degree, diploma, or equivalent combination of education and experience in administration, business operations, fundraising, event management, or a related field.
- Ability and willingness to work occasional evenings and weekends in support of events and organizational activities.

What We Offer

The successful candidate can expect a starting salary between **\$54,400** and **\$61,300**, 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.

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.

This role will remain open until filled with the right candidate.

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.