

VGH+ President's Office & Facilities Coordinator

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.





President's Office & Facilities Coordinator

The Role

The President's Office & Facilities Coordinator is responsible for ensuring the effective day-to-day operation of the Foundation's offices through the coordination of facilities, workplace services, vendor relationships, office resources, and health and safety activities. As the primary coordinator for facilities and office operations, the role helps create a safe, functional, efficient, and welcoming workplace environment. In addition to facilities management responsibilities, the Coordinator provides confidential, administrative and project support to the President's Office team. The Coordinator reports into the Manager, President's Office whose work supports the CEO and broader organizational initiatives. The Coordinator acts as a key operational resource, ensuring that facilities, administrative processes, and stakeholder interactions are coordinated effectively, enabling the President's Office team to focus on strategic priorities and organizational impact.

Key Responsibilities

- Coordinates day-to-day facilities operations for Foundation offices to ensure a safe, efficient, functional, and professional work environment
- Serves as the primary point of contact for facilities-related inquiries, requests, and service issues
- Coordinates office maintenance, repairs, and preventative maintenance activities with vendors, contractors, landlords, and service providers
- Monitors office conditions and conducts regular inspections to identify maintenance, safety, or operational concerns
- Coordinates office access, security requirements, key/fob administration, and workspace assignments
- Oversees office equipment, furniture, kitchen appliances, and shared workplace resources, coordinating repairs or replacements as required
- Coordinates office moves, workstation setups, department relocations, and space planning activities
- Maintains inventory of office supplies, furniture, and equipment and coordinates purchasing activities
- Processes facilities-related invoices, tracks expenditures, and maintains budget records and reports
- Maintains facilities contracts, service agreements, and vendor contact information
- Supports workplace health and safety initiatives by coordinating inspections, documentation, and committee activities
- Recommends operational improvements to enhance workplace efficiency, employee experience, and space utilization
- Provides administrative support to members of the President's Office team, including calendar coordination, meeting scheduling, and logistical arrangements for Board Committee meetings.
- Provides support on internal and external meetings, including room bookings, agendas, catering, materials preparation, and follow-up actions.
- Provides administrative support on special events, board meetings, staff engagement activities, leadership meetings, and President's Office initiatives.
- Acts as back up on administrative duties, as needed, during PO staff absences.
- Maintains a physical presence across the two VGH office sites.
- Sits on the Foundation's Health & Safety Committee and be the Health & Safety point person for the department.

What You Offer

- Knowledge of administrative best practices, including records management, meeting coordination, document preparation, scheduling, and office administration.
- Strong understanding of customer service principles and the ability to provide responsive support to a diverse range of internal and external stakeholders.
- Proven experience in office or facilities administration
- Proven experience in exercising a high level of integrity and discretion in interacting with senior level management, professionals, and a diverse community of stakeholders
- Understanding of workplace health and safety principles, policies, and regulatory requirements, with the ability to support a safe and compliant work environment.
- Possesses excellent judgment and discretion in dealing with confidential and sensitive matters
- Excellent planning, organizational and time management skills and demonstrated attention to detail
- Demonstrated problem solving skills; creative, energetic, and flexible approach to projects and work
- Good communication and negotiating skills, when working with stakeholders, vendors, and other employees
- Exceptional written and verbal communication skills
- Demonstrated ability to work efficiently within time and resource constraints
- Proven ability to manage multiple tasks simultaneously
- Demonstrated proficiency in the Microsoft Office suite of products
- Proven capability in learning and using new technologies (such as Diligent and Copilot)

What We Offer

The successful candidate can expect a starting salary between **\$58,400** and **\$73,000**, depending on factors such as skills, experience, and internal equity.

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 November 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.