



POSITION TITLE Executive Assistant to the President and CEO
DEPARTMENT: Office of the President and CEO
REPORTS TO: VP, Operations
SALARY RANGE: \$62,000 – \$77,000

ABOUT ROYAL COLUMBIAN HOSPITAL FOUNDATION

Royal Columbian Hospital Foundation provides the highest level of care to the most critically ill and injured from throughout the region and province. We are a provincial referral centre for cardiac care, trauma, neurosciences, high-risk maternity, neonatal intensive care, and mental health. No other hospital in the province provides all of these services, at this level of care, on one site.

Right now, Royal Columbian is undergoing a \$1.49 billion multi-year, multi-phase redevelopment. This is one of the largest government-funded health care redevelopments in BC's history. The first phase of our redevelopment, a new Mental Health and Substance Use Wellness Centre, opened to patients in the summer of 2020. The second phase, a new Acute Care Tower, is scheduled to open in 2025.

POSITION OVERVIEW:

The Executive Assistant (EA) is responsible for coordination and implementation of support functions for the President & CEO, Board of Directors, Operations Portfolio, and other Foundation executives. This key role is a conduit for the Foundation in planning and executing activities to operate an effective organization.

KEY AREAS OF INVOLVEMENT:

Executive Support:

- Provide superior, confidential, executive services for the President.
- Maintain appointment calendars for the President and arrange meetings, travel, and other appointments for both on and off-site meetings.
- Conduct research and prepare reports and recommendations for special projects.
- Prepare accurate, professional letters, emails, reports, and other written communications for a variety of audiences.
- Manage monthly purchase and reimbursement reports for the President.

- Provide administrative support to other Foundation executives as needed.

Board support:

- Provide administrative and organizational support for all Board of Directors meetings, including scheduling and arrangements for all Board and committee meetings.
- Prepare board agendas, correspondence, documentations, and minutes.
- Liaise with Board members as appropriate, prepare Board manuals, orientation packages and materials for new Board members.
- Prepare all related materials for Annual General and other special meetings of the Board.
- Assist with the organization of Board and staff planning sessions.

Operational Support:

- Purchase office supplies and monitor inventory.
- Manage administration of RCHF's funding competitions including receiving applications, preparing review committee packages, scheduling committee meetings, corresponding with applicants, and tracking decisions and payments including the administration of major equipment disbursement processes.
- Serve as an ambassador for the Foundation and the President in building sustaining relationships with donors, volunteers, executives of various organizations, Fraser Health, and others.
- Provide coverage for administrative support such as front desk coverage during lunch breaks, vacations, and other absences.
- Perform other duties as required.

QUALIFICATIONS:

- Three to five years of experience supporting senior level executives and/or volunteers.
- Proven experience or specialized training in board support and management
- University degree or an equivalent combination of training and experience.
- Experience in a not-for-profit, fundraising environment would be an asset.

PROFESSIONAL and TECHNICAL CAPABILITIES:

- Excellent organizational and time management skills

- Exceptional people and customer service skills.
- Ability to work well under pressure while managing competing priorities.
- Exceptional interpersonal skills, ability to exercise initiative, prioritize, work to deadlines, and maintain a positive attitude.
- Excellent written and verbal communication skills
- Ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- Maintain confidentiality of information while exercising tact, diplomacy, and maturity in dealing with donors, volunteers, hospital staff, and the public.
- Ability to collaborate with others and to thrive in a highly dynamic environment.
- Exceptional attention to detail, organizational skills, and multi-tasking abilities.
- Technical proficiency with Microsoft Office including Outlook, Word, Excel, PowerPoint; comfortable and curious about learning new software applications

RCHF is an equal opportunity employer committed to hiring on the basis of merit. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, genetic information, national origin, protected veteran status, disability status, or any other characteristic protected by law.

RCHF celebrates diversity and is committed to creating an inclusive environment. Through a rich diversity of skills, knowledge, backgrounds, and experience, we are better able to serve our community. We encourage all qualified individuals to apply.

Benefits

- Generous vacation policy where all team members start at 20 vacation days per year (prorated for the first year).
- Comprehensive Benefits including:
 - Pension Plan
 - Dental, Vision, Extended Health Benefits
 - Health Spending Account that can be used to subsidize dental, vision, or prescription drugs.
 - Wellness Spending Account to use on gym memberships, fitness classes, etc.
 - Professional Development Program for workshops, professional courses, and professional designations.

TO APPLY

Please email your cover letter and resume to: Erin.Geary@fraserhealth.ca