



Position Title: Administrative Assistant

Reports to: CEO, in support of Board of Directors, and committees of the board

Location: Office at 345 Wale Road, Victoria

Hours of Work: 22.5 hours/week, days to be determined, with occasional evening and weekend work

About Us:

Children's Health Foundation of Vancouver Island (CHFVI) is dedicated to ensuring all Island kids have access to the health care they need. We believe every child deserves the same opportunity in life, regardless of disability or health challenges. For more than 90 years the foundation has funded community health programs, facilities, and initiatives to support every Island family in finding care for their children. We are a passionate team with an experienced board of directors committed to transforming the lives of children and youth with physical and mental health challenges. Kids may only make up 21% of our Island's population, but they are 100% of our future.

Who We're Looking For:

The ***Administrative Assistant*** provides day-to-day administrative support. You'll thrive in this role if you're someone that takes initiative, has a service focus, and demonstrates sensitivity and good judgement.

Why Join Us?

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families in your community. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, and a pension program. In this role, you'll be part of a caring and compassionate team working together to support Island families.

Duties & Responsibilities:

- In conjunction with the CEO and Senior Management Team help to plan and implement Board meetings, including preparing various reports for the Board

- Act as recording secretary at Board and Committee meetings and manage all relevant follow up from the meetings
- Direct all first point of contact inquiries in a personable, approachable, and responsive manner
- Undertake general administrative duties booking meetings, creating agendas for meetings preparing formal documents, printing documents, ordering office and printer supplies, and coordinating meetings with external companies
- Support fundraising efforts coordinated by CHF Fund Development team
- Manage office correspondence
- Work collaboratively with all members of the Foundation team to ensure adequate coverage for administrative tasks
- Other special projects that may arise as assigned

Required Education, Skills & Experience:

- Strong interpersonal skills
- Detail-oriented with a high degree of accuracy
- Critical eye and strong analytical and problem-solving skills
- A high level of organizational ability and ability to prioritize tasks and manage tight timelines independently
- Ability to work with and process confidential information with discretion and sensitivity
- Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and web-based platforms including Survey Monkey, Eventbrite, and Doodle Poll
- Previous experience in administration activities, ideally including working with a Board of Directors and/or for a not-for-profit organization is an asset
- Post-secondary diploma or college courses in Business Administration or equivalent experience
- At least 3-5 years of relevant work experience
- Valid Class 5 Driver's License and access to a vehicle for occasional travel

Application Information:

If this position sounds like a great fit for you, please email your cover letter, resume, and two professional references to finance@islandkidsfirst.com with "Administrative Assistant" in the subject line. The application deadline is 5pm on Thursday, December 31, 2020. We thank all applicants for their interest however only those shortlisted will be contacted. To learn more about Children's Health Foundation of Vancouver Island, please visit us at www.islandkidsfirst.com.