

Position: Executive Assistant

Reports to: Chief Executive Officer
Location: Victoria
Term: Temporary 6 months, Full Time (1.00 FTE)
Hours of work: Monday-Friday, 37.5 hours/week
Salary Range: \$51,597 - \$69,323 per year

About us:

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for almost 100 years. Our mission is to ensure all Island families have access to the health care they need, when and where they need it the most. Thanks to the generosity of our donors, we are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges.

We collaborate with communities, partner organizations, and donors to fund programs and provide supports to address the daily and often urgent health care needs families face when caring for a child with complex health challenges. Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

We know kids may only be 21% of our Island's population, but they are 100% of our future. Help us invest in this future and join us as champions for the health of every Island family.

Who we're looking for:

We are looking for an experienced Executive Assistant with well developed interpersonal skills and proven ability to manage multiple and competing priorities. The Executive Assistant will work directly with the Chief Executive Officer (CEO) and the Foundation's Board of Directors. They will be responsible for coordinating and managing board meetings, administering the CEO's schedule and partnership building efforts, and lead on special projects as they arise. A successful applicant will be skilled in providing professional and courteous services and have strong attention to detail.

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 on Vancouver Island and surrounding islands. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries and benefits.

Responsibilities

CEO's Office

- Establish and maintain positive working relationships with board members, health leadership partners, community leaders, and families and donors
- Handle confidential matters with a high level of tact and discretion
- Coordinate access to the CEO for 1:1 meetings and regularly scheduled team meetings

- Collect on-going briefing reports from the senior team for the CEO
- Maintain both the Foundation's and CEO's calendars, scheduling key meetings and events, proactively responding to routine inquiries and issues and resolving them directly or redirecting to appropriate parties for further action
- Accept and make calls on behalf of the CEO and receive visitors who have an appointment with the CEO
- Manage and prioritize multiple tasks while accommodating the priorities and deadlines of the organization and the CEO

Board of Directors and Board Committee Support

- In conjunction with the CEO and Board Chair, plan and implement quarterly board meetings, including preparing various reports for the Board
- Ensure required resources are planned for and set up effectively for Board and Committee meetings (such as organizing committee meetings, preparing materials for distribution, audio/video resources, etc.)
- Act as recording secretary at Board and Committee meetings and manage all relevant follow up from the meetings with high accuracy and in a timely manner
- Manage all communications with Board Members

Reception

- Cover reception duties in the absence of the Administrative Assistant

Required skills & experience

- A high level of organizational and planning ability, and attention to detail
- Capable of managing multiple projects
- Ability to prioritize tasks and manage tight timelines independently
- Ability to liaise with Board members, colleagues, and the public in a professional and courteous manner
- Proven problem-solving skills, with a proactive and resourceful mindset
- Demonstrated adaptability and flexibility to thrive in a fast-paced environment
- Capable of using meeting technologies including voice, video and web conferencing, and audio-visual systems
- Ability to maintain confidentiality of information and use discretion, tact, and diplomacy when addressing sensitive issues
- Strong written and verbal communication skills coupled with well-developed active listening skills
- Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)

Qualifications & education

- Minimum three years' experience in an administrative role, including working with a CEO and Board of Directors in a non-profit organization
- Post-secondary diploma or degree in Business Administration, Philanthropy, Fundraising, or equivalent experience

Working Conditions

- 7.5 hour workday/37.5 hours per week
- Evening and weekend work required at time for special events and presentations
- Valid Class 5 Driver's Licence and access to a vehicle required to travel as needed

Application process

To apply: Visit [Children's Health Foundation of Vancouver Island Job Board - Executive Assistant \(Temporary\)](#)

Deadline: All submissions should be received by *March 31st, 2025*.

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.

All qualified candidates are encouraged to apply; however, must be legally entitled to work in Canada.