



VICTORIA HOSPITALS
FOUNDATION

Giving makes us all better

Executive Assistant

Do you want to be part of a dynamic team that is making significant impact on the advancement of healthcare on Vancouver Island? If so, Victoria Hospitals Foundation may be your next opportunity!

The Victoria Hospitals Foundation (VHF) works in partnership with Island Health to enable donations to every area of care at Royal Jubilee, Victoria General, and Gorge Road hospitals. As Island Health's charitable partner, we raise donations for medical equipment, special projects, education, and research. Our donors fund an incredible 40% of the equipment in Victoria General and Royal Jubilee hospitals.

In 2021/22, we raised over \$17.9 million for our hospitals, including gifts from over 5,400 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$180 million to benefit our hospitals.

Reporting to the CEO, the Executive Assistant (EA) plays an integral role representing the Executive Office at VHF with a high degree of professionalism. The EA provides administrative support to our CEO and the Board of Directors, and works closely with the CFO and Island Health's Executive Office. This role manages the CEO's schedule, coordinates correspondence, administers reports, organizes and schedules meetings, prepares minutes, and is a liaison to our volunteer Board of Directors. As part of a dynamic culture and team, the position may cover reception duties when needed and support Foundation events with the entire team.

Our ideal candidate is a critical thinker who is highly organized to provide a wide range of executive services to the CEO and support the Board of Directors. The ideal candidate has a team orientation, a strong sense of urgency, sound analytical skills and is motivated by independent work. Our preferred candidate is comfortable working in a hospital setting and responding to the needs of many stakeholder groups, is an exceptional problem solver and comfortable supporting the work of a busy Executive as well as work for the VHF Board and its Committees. The successful applicant will handle confidential issues with discretion and respect.

The EA works in consultation and collaboration with the entire Foundation team and will at times support meetings and events during the evenings and weekend.

EXECUTIVE OFFICE ADMINISTRATION

- Representing the Office of the CEO in a professional, customer-focused manner.
- Effectively managing the CEO's schedule, including foreseeing conflicts and using considerable judgment and diplomacy to re-schedule appointments according to demanding priorities.
- Making travel arrangements and preparing monthly expense reports for the CEO.
- Drafting correspondence in a timely manner on behalf of the CEO.
- Maintaining CEO communications & interactions with donors in a centralized online system.
- Researching and compiling appropriate data for reports, projects, and preparing presentations.
- Creating, gathering and proofreading documents.
- Reviewing CEO's daily mail, thank you letters and external stakeholder communications.
- Providing HR & timekeeping support to the Executive Team as required.
- Supports annual schedule of Management Meetings and Team Retreats.
- Assisting the CEO with various special projects (i.e. Culture Committee, team building and donor events).

BOARD & GOVERNANCE

- Supporting the CEO with organizing meetings including: drafting agendas; liaising with internal and external stakeholders; arranging meeting rooms and catering; advising attendees of meeting time and location; distributing meeting materials; arranging for appropriate audio-visual and other equipment; attending meetings, recording and preparing minutes.
- Manages Board website with essential documents and meeting materials.
- Serving as the primary contact and support for the Board of Directors and its Committees: Finance & Investment, Governance, HR & Compensation, Nominations, American Friends of VHF.
- Attending all Board and Committee meetings and acting as recording secretary and compiling actions and next steps in an online tracker.
- Organizing orientation for new Directors – including updating onboarding material, scheduling tours etc.
- Contribute to the development and revision of governance materials (i.e. terms of reference, code of conduct, bylaws, policies etc.)
- Support all Ministry naming opportunities including liaison with Island Health Board.

TEAM & OFFICE ADMINISTRATION

- Provides guidance to front desk administration and supports decision making as needed.
- Participate in and chair as necessary All Team Meetings.
- Be an active participant in the Culture Committee.
- Support administrative tasks & projects on various teams when needed.
- Provides support for office operations including maintaining meeting spaces and catering.

Qualifications:

Education, Training & Experience

- A degree, diploma or certificate in a related discipline or an equivalent combination of experience and education.
- Minimum 3-5 years of relevant office experience supporting senior executives in a professional office setting. Experience in Healthcare or the non-profit sector preferred.
- Demonstrated technical skills including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, virtual meeting platforms (Zoom, Teams, Webex) and the initiative to learn and use emerging technologies as required.
- Experience with online resources (i.e. Google dropbox, Canva, Survey Monkey, social media) and database applications (i.e. Raiser's Edge)
- Experience with Raiser's Edge software is desirable.

Skills, Abilities & Qualifications

- Strong initiative, efficiency and organizational skills.
- Superior communication (verbal and written) skills and the ability to effect strong public relations with directors, staff, physicians, volunteers, donors and dignitaries.
- Superior customer service skills.
- Excellent time management skills that enable effective organization of work and the ability to plan for and meet goals under shifting priorities and deadlines.
- Ability to work effectively in a team and foster good team relations.
- Being reliable and accessible to the CEO.
- Ability to support in-office work primarily with the opportunity to work remote occasionally.
- Access to a vehicle and can travel when needed.
- Based on the Provincial Health Order, any offer of employment will be contingent on the provision of proof of a double COVID-19 vaccine.

Our team is highly collaborative with a strong connected purpose. We are passionate about supporting the health and well-being of our community through philanthropy and deeply care about the health of our hospitals. Our team is innovative and approaches feedback as an opportunity to learn and grow, seeking understanding of different perspectives. We participate in professional development and hold ourselves to a high standard of professionalism. Above all, we share the same values and support one another in the profound work we do.

Work Schedule: Monday-Friday 8:30-4:30pm (7.5 hours/day)

This is an in-office position with the opportunity to work occasionally from home.

Compensation: \$60,000 - \$75,000 per year

Note: this position offers 4 weeks holiday and a competitive benefits package.

Join Us:

Qualified candidates are invited to submit a detailed cover letter and resume to by emailing arsenault@agilus.ca with the reference to "VHF EA 2023".