



## **Executive Assistant to the Chief Executive Officer (CEO)**

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 (VHF) may be your next opportunity!

*The Victoria Hospitals Foundation is a leading philanthropic organization on Vancouver Island that champions giving through prudent stewardship to advance and elevate care at Royal Jubilee and Victoria General hospitals. As a charitable partner of Island Health, we raise funds to invest in priority and best-in-class medical equipment, caregiver education, research, and special projects. VHF donors fund 40% of the medical equipment at Royal Jubilee and Victoria General hospitals.*

*In 2024-25, more than \$24.2 million was raised from over 5,635 donors to bring innovation to the forefront of patient care in Victoria. Since 1989, the Foundation has raised over \$233 million to benefit Vancouver Island's acute care hospitals, which serve the region's 930,000+ residents.*

We have an exciting opportunity for an Executive Assistant to join our team! The Executive Assistant plays a key role in ensuring the smooth operation of the executive office by providing high-level administrative support to the CEO, senior leadership team and Board of Directors. This position requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a fast-paced, mission-focused environment.

This full-time role provides administrative support to our CEO and the Board of Directors and works closely with the Chief Financial Officer and Island Health's Executive Office. The Executive Assistant plays a key role in managing the CEO's schedule, coordinating correspondence, administering reports, organizing and scheduling meetings and preparing minutes. This position is a liaison to our volunteer Board of Directors.

Our ideal candidate has 5+ years of relevant experience supporting senior executives. Prior non-profit experience is required, along with excellent communication and project management skills. This is an in-office position, during regular business hours of 8:30-4:30, located in the Wilson Block (Royal Jubilee Hospital).

### **Key Responsibilities:**

- Maintains the CEO's schedule and calendar and coordinates incoming correspondence by prioritizing internal and external appointments with key stakeholders. Ensures the CEO is properly supported for these meetings and actions results of the meeting.
- Maintains an agenda of issues and time-sensitive requests that require attention/action by the CEO and coordinates documentation or reports with the team and stakeholders.
- Acts as Board Liaison by coordinating the preparation of Board and committee meeting agendas, materials and minutes.
- Supports individual governance committee work plans on behalf of Committee Chairs/Board of Directors. Updates terms of references and governance policies as directed by the Board of Directors.
- Provides administrative and secretarial support to the American Friends of Victoria Hospitals Foundation

- Supports fundraising efforts and proposals of the CEO, recording information as required in Raiser's Edge/NXT.
- Supports the CFO with organizing and preparing financial documents including Audit files, budget materials, tax materials, etc.
- Facilitates the distribution of important information shared by the CEO to the Island Health Executive Office and maintains excellent working relationships with Island Health EA's.
- Coordinates travel for the team and handles the preparation and submission of the CEO's monthly expenses.
- Performs other administrative related duties as required.

#### **Qualifications:**

- Minimum 5 years of relevant experience supporting senior executives in a professional office setting.
- Minimum 3 years of supporting a Board of Directors or Shareholders.
- 3+ years of experience in a non-profit organization preferred.
- Certificate in business administration, governance, non-profit sector preferred.
- Being reliable and accessible to the Executive office and Board of Directors.
- 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).
- 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.
- Driver's licence required. Travel, event and meeting set up is required within this role.

This position will be based in the VHF office at the Wilson Block at Royal Jubilee Hospital.

#### **Total Compensation Package:**

The base salary hiring range for this position is \$62,550- \$76,000.

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This salary is based on a 37.5-hour workweek with core hours 8:30-4:30.

The total compensation package also includes a comprehensive extended benefit package starting immediately, and participation in a defined benefit pension program after 3 months. The time off program includes 4 weeks of vacation per year, paid sick time and other time off to support personal wellbeing.

#### **About Us:**

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 lead by example, hold ourselves to a high standard of professionalism and share the same core values: **Embody trust; Champion Island care; Foster meaningful donor journeys; Elevate and celebrate everything we do.**

**Join Us:**

We welcome qualified candidates to submit a detailed cover letter and resume to [VHFHR@islandhealth.ca](mailto:VHFHR@islandhealth.ca). This position will be open until successfully filled. Screenings and interviews will be scheduled as applications are received. A full job description is available upon request.

Please include “**Executive Assistant**” in the subject line.