



2014 – 15
Executive Assistant
Permanent, Full Time

ABOUT US

To inspire support and funding for excellence in child health. BC Children's Hospital Foundation (BCCHF) works with thousands of individual and corporate donors to advance child health by funding research, leadership recruitment, education and equipment and capital projects at three Vancouver-based facilities - BC Children's Hospital, Sunny Hill Health Centre for Children, and Child & Family Research Institute.

ABOUT THE ROLE

This is a new role reporting to the Manager, Corporate Affairs & Governance and working closely with other members of the Executive Team. The Executive Assistant is responsible for providing executive level administrative support in regards to activities related to BCCHF's Board of Directors, related committees and its respective entities. As well, you will provide additional executive level administrative support to the CEO as required.

More specifically, as the **Executive Assistant** you will:

- Provide administrative support to the Manager, CA&G with respect to corporate governance.
- Prepare correspondence related to Board and committee meetings.
- Organize and maintain corporate electronic and paper-based records. Respond to requests related to the corporate records for audit purposes, and ensure that the annual corporate filings related to the Foundation and its entities are filed and up to date.
- Prepare for Board and related committee meetings by assembling electronic and paper-based delivery of meeting materials; coordinate meeting logistics including catering, meeting room set-up, AV equipment set-up, and complete post meeting activities (i.e. recording meeting attendance) and action items.
- Attend Board and related committee meetings and record meeting minutes as required.
- Coordinate and maintain the calendar of events for the Board and its committees.
- Assist with the ongoing administration and maintenance of the BoardVantage secure online site developed for Board members to access meeting materials and corporate reference documents.
- Assist with the planning and coordination of Board, Society and Governors events.
- Manage and maintain membership term grids for Board, Society, Governors and Board Committees.

- Maintain and monitor the budget set aside for the Board, including processing expense payments.
- Respond to various requests from stakeholders, including, lawyers and the BC Registry office regarding corporate information in a timely fashion.
- Prepare Annual General Meeting packages and assist with corporate filings.
- Research corporate governance developments and best practices as needed and reports findings to the Manager, CA&G.
- Research, recommend and undertake preliminary writing in regards to Board and Governance policies.
- Provide back-up support to the Executive Assistant to the President & CEO and other Executive Assistants as required.
- Other related duties not specifically described may be assigned from time to time.

ABOUT YOU

As the successful candidate you will possess the following attributes:

- The ability to work as a team player as well as work autonomously
- Strong organizational skills and attention to detail
- Ability to balance diverse workloads and meet deadlines
- Excellent verbal and written communication skills
- Highly motivated and willing to accept new challenges
- Tact, foresight, integrity and professionalism in keeping with executive-level support
- Demonstrated experience working with senior community leaders and volunteers
- A positive outlook and are a self-starter with inspirational vision
- Strong skills using Microsoft Office applications (Word, Excel, Outlook and PowerPoint)

In addition, you will have:

- Two year certificate or diploma in office or business administration
- Minimum of 5 years of related experience at a senior administrative level
- Experience in the not-for-profit sector is desirable
- Or the equivalent combination of related skills and experience

ADDITIONAL INFORMATION

In addition to a nine-day fortnight and a commitment to professional development, we offer a dynamic team environment and a comprehensive compensation package including benefits.

If you are interested in applying for this position, please apply online at www.bcchf.ca/careers **by October 14, 2014.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.