



2011 - 31
Executive Assistant to the
Vice President & Chief Philanthropy Officer
Full-Time

ABOUT US

Creating a better world for children by inspiring philanthropy. 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

The Executive Assistant is responsible for providing expert secretarial and specialized confidential administrative support to the Vice President & Chief Philanthropy Officer. The clarity and quality of work will contribute to the smooth functioning of the Vice President's schedule of activities and initiatives.

As the Executive Assistant, you will have responsibility managing the Vice President's calendar, scheduling appointments and assembling materials for meetings. Your expertise in writing will allow you to review ongoing communications and activities while anticipating the VP's need for action and proactively initiating drafts or gathering information.

ABOUT YOU

We are seeking a dynamic individual who demonstrates a high level of motivation and willingness to accept new challenges in an independent environment, and has the ability to balance diverse workloads to meet deadlines and functions despite pressure and periodic interruptions.

Your superb writing skills, organizational ability, attention to detail and problem-solving skills are critical to the role. You have a professional manner and the ability to interact tactfully and diplomatically with a wide variety of people. The ideal candidate for this role has:

- Superior writing ability.
- Expert organizational skills and attention to detail.
- Tact, foresight, integrity and professionalism in keeping with executive-level support.
- Demonstrated experience working with senior community leaders and government officials.
- Event planning and support experience.
- Good verbal communication.
- The ability to function proactively and strategically in a complex organizational environment.
- Strong skills using Microsoft Office applications.

Your Education and Experience will include the following:

- University graduate, in a related field.
- Five years' senior administrative experience in a comparable executive support role.
- Background in fundraising, communications, public relations, or marketing a distinct asset.

ADDITIONAL INFORMATION

If you are interested in applying for this position, please apply online at www.bcchf.ca/careers by **Monday, February 13, 2012**.

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.

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