



**Executive Assistant
Full time Permanent (38.75 hours/week)**

Calgary Health Foundation is a philanthropic organization established in 1996 to unite donors, hospitals, health care providers and community partners with the ambitious aim of revolutionizing health outcomes. Together, we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care and advanced trauma centres. Through collaboration, unrelenting persistence and a sharp focus on care, wellness and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

THE ROLE

The Executive Assistant provides day-to-day administrative support to the President and CEO, as well as the Board of Directors.

KEY RESPONSIBILITIES

- Provide support to the President & CEO:
 - Coordinate internal meetings with the CEO's direct reports as requested
 - Coordinate external meetings with the Board Chair, Board members, SOO, government officials, AHS executives, and others as requested
 - Coordinate prospect/donor meetings, including obtaining briefing notes and/or proposals as required, and updating actions in Raiser's Edge (RE)
 - Prepare weekly meeting packages (bios, logistics, background information, etc.)
 - Management of the CEO's Outlook Calendar and scheduling
 - Reconcile CEO expenses, including collecting and coding monthly receipts, and obtaining Board Chair approval of expenses
 - Manage the CEO's timesheet for payroll

- Provide support to the CHF Board of Directors (BOD):
 - Act as Board liaison, providing necessary information updates as needed
 - Coordinate meetings and strategy sessions, including securing venues and dates, coordinating guest speakers, issuing meeting requests, organizing catering and IS requirements, and collecting, copying, assembling, and distributing meeting materials
 - Schedule annual Board Retreat
 - Complete accurate and concise records of minutes for all Board meetings, and for meetings of various committees of the Board
 - Complete orientation and onboarding process of new Board/Council volunteers and tracking the return of signed documents (i.e. confidentiality agreements, contact information, and criminal record checks)

- Maintain up-to-date contact list, distribution lists, paper and electronic files, website, and RE database information
 - Manage volunteer retention, providing AHS with motions of new/resigned volunteers, completing necessary paperwork in a timely manner, and keeping paper/electronic records of documents and emails
 - Maintain accurate records of term information for Board members and ensure Board Member term renewal documentation is completed as per AHS deadlines
 - Serve as System Administrator for BoardEffect web portal, including setting up and maintaining user profiles, providing support to users, and maintaining all records and workrooms within the web portal
 - Provide administrative support to the Board Chair, including coordinating meetings as requested, and compiling documents requiring the Chair's approval/signature
- Other administrative duties:
 - Act as backup to the Philanthropy Coordinator
 - Coordinate flowers, gifts and cards as required for volunteers, guest speakers, etc.
 - Provide other administrative support to Executive Leadership as needed
 - Other duties as assigned

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Minimum of 7 years of previous administrative experience
- Experience supporting senior executives
- Experience working with multiple stakeholders (Board of Directors, staff, community leaders, etc.)
- Proficient use of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Post-secondary education in business or related field an asset
- Experience working with BoardEffect a strong asset
- Highly organized, able to effectively manage multiple priorities at one time
- Strong problem solving skills with a proactive approach to identifying and resolving potential issues before they occur
- Demonstrates integrity and ability to handle confidential information with discretion
- Detail oriented and exceptional interpersonal and time management skills
- A strong verbal and written communicator, able to communicate effectively with tact and diplomacy

WORKING CONDITIONS

- Primarily sedentary office work with long periods of time at a computer
- Occasional travel to various sites around Calgary may be required (i.e. hospitals, events)

APPLICATION INFORMATION

Salary Range: \$59,000 - \$89,000 per year

We thank all applicants for their interest in this role and Calgary Health Foundation; please note that we will only be contacting candidates selected for an interview.

To explore this opportunity further, please send your resume and cover letter, in confidence, no later than February 17, 2023 to:

Rosaline Akinokun
Manager, People Services
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