



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

THE OPPORTUNITY: Administrative Assistant

With reach far beyond that of a standard administrative position, Calgary Health Foundation is adding an Administrative Assistant position to support multiple functions within our team.

As our Administrative Assistant, you will play a vital role in ensuring smooth operations and effective coordination of meaningful tasks. You will support a variety of activities, including calendar management, meeting coordination, and record keeping, and you will be a key point of contact for internal and external stakeholders, facilitating collaboration and information flow.

Key accountabilities of the role include:

- **Fundraising administrative support**, including calendar management, meeting coordination, donor record updates, and drafting of correspondence.
- Under the direction of the Executive Assistant to the CEO, **Board coordination activities** such as quarterly meeting preparations, drafting of minutes, and maintenance of reference materials.
- Supporting various departments by **preparing documents, data processing, and assisting with project management.**
- **Reception back-up**, answering phones, greeting guests, and coordinating orders and deliveries.
- Collaborating with team members to **streamline processes and improve operational efficiency.**

THE IDEAL CANDIDATE

The ideal candidate is a highly organized, has a keen attention to detail, and is a proactive individual with a strong ability to manage multiple tasks and priorities in a fast-paced environment. Possessing excellent communication skills, both written and verbal, and a strong collaborative mindset, the ideal candidate thrives in team settings and is adept at building positive relationships with colleagues and stakeholders. Overall, this candidate will contribute to the smooth operation of the organization and enhance the effectiveness of the teams they support.

Additional qualifications:

- A minimum of 3 years' direct administrative experience.
- Expert-level proficiency in office software and technology.
- Diploma or Bachelor's degree in a relevant field (i.e. business, communications, marketing, public relations) is highly desirable.
- Previous experience in a non-profit environment is highly desirable.

If this sounds like you, please apply by no later than September 9th, including a cover letter and résumé via:

- **LinkedIn (preferred): [Administrative Assistant](#)**

OR

- by email in confidence to careers@calgaryhealthfoundation.ca.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be in the range of \$55,000 to \$60,000, aligned with the successful candidate's experience and skill set.

Calgary Health Foundation is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at on social media @yyc_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.