



Executive Assistant

FULL TIME, PERMANENT

Position Overview

Reporting to the President & CEO, the **Executive Assistant** will provide administrative support in a dynamic environment characterized by changing deadlines, sensitive issues and shifting priorities. This role improves the effectiveness and efficiency of the CEO's work through the provision of complex administrative support in the areas of project management and scheduling, donor relations, communications, event organization and board governance matters.

Key Responsibilities

Executive support for the President & CEO

- Organize and manage the day-to-day activities of the CEO's office to ensure professional, efficient and effective office operations, including proactive and complex calendar management, preparation of presentations, agendas and briefing notes, minute taking, policy creation and review, tracking of deliverables to those in the CEO's portfolio, as well as database entry of key activity in constituent database.
- Triages, prepares and responds to external and internal inquiries and correspondence.
- Warmly and effectively steward relationships with internal and external partners including Foundation staff, volunteers, Board of Directors, Allied Professional Advisory Council, donors, senior leaders, hospital staff and consultant partners.
- Manage action items stemming from all meetings in an organized and prioritized fashion.
- Maintain advanced capability in information technology required for the effective functioning of the office including Microsoft Office (Word, PowerPoint, Excel, Outlook), Zoom, WebEx, OneDrive and Raiser's Edge; support the CEO in adopting new tools.
- Maintain donor confidentiality, enter call reports and update proposal and status information in Raiser's Edge database; run queries to produce reports.
- Maintain an up-to-date electronic procedures manual for the Executive Assistant position.
- Working with the CEO in organizing meetings including: drafting agendas, liaising with internal and external stakeholders, arranging meeting rooms and catering (where required), advising attendees of meeting time and location, distributing meeting materials, arranging for appropriate audio-visual and other set up.
- Making travel arrangements for the CEO, including booking flights and transportation to the airport where required.
- Creating, gathering, and proofreading documents.
- Maintaining contacts and drafting correspondence in a timely manner on behalf of the CEO.
- Coordinating annual schedule of quarterly all-staff meetings, and monthly Leadership meetings
- Assisting the CEO with various special projects.
- Maintain electronic and/or paper file management system, including confidentiality agreements.
- When the CEO is recruiting for a role that reports to the CEO, the EA is to post job ads on multiple websites, print and prepare packages of all candidates for the CEO's review, and book interviews as requested.



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- Support CEO in tracking Occupation Health & Safety tasks.

Support Board governance through the CEO's office

- Organize, schedule and book Board of Directors and Committee meetings, Annual General Meeting and Board retreat; draft agendas; distribute agendas and supporting documentation for meetings; support Committee Chairs in the preparation of work product.
- Support preparation of meeting packages, record and produce high quality minutes and deploy and track action items; maintain minute books.
- Responsible for ensuring compliance with Committee Fiscal Work Plans.
- Maintain accurate documentation on the Board Portal reflecting decision-making of the Board.
- Preparation, administration and collation of annual Board Assessment Survey.
- Support Board nomination process, including managing the candidate pipeline and supporting the recruitment process
- Organizing the orientation for new Directors, including updating manual materials
- Maintaining updated files for all new Directors, ensuring all required documents are received.
- Contribute to the development and revision of governance materials (i.e terms of reference, By-Law, policies).
- Preparation of the Corporate Annual Return.

Legacy Program Support for the CEO

- Prepare legacy correspondence on behalf of the CEO including letters, welcome packages, and information packages.
- Work with external supports to launch various legacy giving campaigns and initiatives.
- Draft Estate correspondence.

Select Campaign Administrative Duties in Support of the CEO

- Supports the team with administrative support as needed to achieve campaign goals, including proofreading, development of materials and event coordination.
- Supports the Major Gifts team with donor tours and donor dedication events when requested.
- Outreach to hospital leadership, staff and physicians in support of tours, dedications & events.

Other duties

- Other administrative duties will be assigned from time to time to ensure the smooth operation of the CEO's office and of Foundation programs.

Qualifications, Skills and/or Experience

- University Degree in a related field
- Minimum five years of executive administrative experience in a fast-paced office environment, dealing effectively and positively with multiple stakeholders and competing priorities.



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- Unflappable; calm under pressure; ability to effectively multi-task and continually reprioritize projects.
- Very organized with excellent project management skills
- Executive level administration skills
- Experience supporting a Board of Directors
- Superior customer service orientation
- Excellent written and verbal communication skills
- Committed to 100% accuracy and doing things right the first time.
- Highly professional and well presented.
- High energy, positive and approachable
- Complete confidentiality and discretion, tact and poise, sound judgement
- Superior computer skills in all areas identified (full Microsoft package, electronic scheduling, databases)
- Passionate about supporting world-class patient care at our hospital!

Other Expectations

- Embrace, demonstrate, and encourage the values outlined in the PRHC Foundation Culture Code
- Maintain donor confidentiality and protect PRHC Foundation operations by keeping information confidential.
- Be an enthusiastic ambassador for PRHC and the PRHC Foundation

Working Environment

- Full time, permanent position
- Typical working hours are Monday to Friday, 8:30 am - 4:30 pm (7.5 hours per day, 40 hours per week)
- Occasional early mornings, evenings or weekends may be required.
- Work location in support of CEO is onsite at Peterborough Regional Health Centre as well as offsite locations when requested.
- Access to a vehicle is required as some meetings will be offsite; you may occasionally be asked to deliver materials to offsite locations and to attend events throughout the region the Foundation serves.