

Job Posting
Executive Assistant to the CEO
Salary Range \$60,000 to \$80,000

The Executive Assistant at the David Foster Foundation plays a crucial role in providing confidential, high-level executive support to the CEO to help streamline daily operations, manage schedules, and facilitate smooth communication across the executive team. The position involves being a resourceful and detail-oriented assistant with a “can-do” attitude who is continuously thinking ten steps ahead and putting those steps into action.

Key Responsibilities

- Manage the CEO’s day, anticipate requests and information needed to ensure that they are prepared, and that the days operate smoothly and efficiently with minimum surprises
- Maintain an active calendar of appointments as well as extensive, and at times complex, travel arrangements
- Arrange travel and provide detailed itineraries as well as documents for travel related meetings
- Serve as the key point of contact for the CEO’s administrative needs, ensuring smooth communication and task execution
- Assist the CEO in creating messaging for communications, public statements, and Foundation-related materials
- Manage general inquiries through phone, email, and in-person communication, ensuring timely and professional responses
- Schedule and host internal and external team meetings, ensure clear agendas, take minutes when needed, and follow up on action items
- Manage multiple competing priorities and take initiative to find/propose solutions to problems as they arise
- Research, extract and compile data for the CEO as needed
- Compose and prepare correspondence (presentations, memos, emails) as needed
- Maintain discretion regarding confidential information that passes through the CEO’s office
- Assist with various projects as needed

Education and Experience

- High school diploma with relevant post-secondary certificate, diploma or degree
- Minimum 5 years’ experience as an Executive Assistant to a senior executive or entrepreneur, including experience managing complex travel and meeting schedules
- Experience in a non-profit or charitable organization an asset

Skills and Abilities

- Flexible self-starter with the ability to work efficiently, manage time effectively, and stay organized in a fast-paced environment
- Excellent interpersonal and written communications skills
- Excellent project management abilities, with experience handling multiple tasks, deadlines, and working with a diverse team
- Highly organized with strong attention to detail, especially in scheduling and managing logistics
- Proficient in Microsoft Office Suite, social media platforms, Outlook, project management tools. Resourceful and strategic thinker
- Tactful, diplomatic and comfortable with confidential information
- Self-motivated and ability to work with minimum supervision
- A positive attitude, a collaborative spirit, and a passion for supporting the organization's mission
- Ability and ease to interact with high profile clients, business owners and executives
- Ability to work flexible hours including some evening and weekend work
- Valid Class 5 BC driver's license and a clean driving record

David Foster Foundation provides financial support to Canadian families with children in need of life-saving organ transplants. The foundation also assists families with their non-medical expenses. Public awareness and education is key for the foundation in spreading the word on the importance of becoming a registered organ donor in Canada and in the United States. The David Foster Foundation is a non-profit charitable organization that for the past 38 years has assisted over 1,450 families.

Work Location:

- Hybrid workplace where staff are able to work from home and from the Victoria head office.

To apply to this position, please respond by email to careers@chemistryconsulting.ca by submitting an up-to-date resume and cover letter, detailing your experience and qualifications. In your email please include **EXECUTIVE ASSISTANT / DFF** in your subject line.