



## **EXECUTIVE ASSISTANT**

Permanent, Full Time

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

### **ABOUT THE POSITION**

The Executive Assistant (EA) provides confidential and executive support to the Chief Executive Officer (CEO) and acts as corporate secretary to the Society's volunteer Board. Proactively, the EA coordinates meetings of the Board, the Executive Team, Committees and associated working groups.

### **ABOUT YOU**

You have a professional attitude, several years at a senior administrative level working with boards, sound project management skills, a sense of humour and excellent interpersonal skills. You are proactive, an excellent communicator and are interested in working for an organization with a One Team workplace philosophy. Other skills and qualities you would bring to the role:

- Post-secondary certificate plus related designations.
- Knowledge of office management systems.
- Excellent computer skills including proficiency in MS Office 365 including Teams, other communication platforms which support remote/virtual working.
- Solid understanding of Robert's Rules of Order, AGM meeting preparations and related requirements.
- Tact, diplomacy, professionalism and able to work with organizationally sensitive projects ensuring confidentiality and respect of sensitive organizational information.
- Previous knowledge of Alzheimer's disease and/or related dementias would be an asset.

### **RESPONSIBILITIES/ACCOUNTABILITIES**

- Provides confidential and executive support to the CEO and acts as corporate secretary to Board.
- Coordinates the planning of meetings of the Board, the Executive Team, Committees and associated working groups. Drafts agendas for approval, notifying members, arranging for meeting space and other requirements.
- Records and distributes minutes of the above meetings and acts on any administrative items identified.
- Ensures all documentation required by regulatory bodies is completed, including documentation for the Alzheimer Research Foundation, changes to the by-laws or constitution, government requirements, board meeting minutes and required documentation.
- Ensures follow up, project management and completion of board motions occur on behalf of the executive team and for the Board of Directors.
- Maintains all pertinent information from the Alzheimer Society of Canada, including National Board minutes, material relating to MOU correspondence.
- Other duties as required to meet the needs of the role in relation to organizational goals.

## ABOUT US

We offer a flexible work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion (this position will work remotely during the pandemic). We also offer:

- Excellent employee benefits package.
- Competitive salary.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

## TO APPLY

If this sounds like you, we would love to hear from you!

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity.

**This posting will remain open until the position is filled. If you are interested we encourage you to apply as soon as possible.**

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We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and First Link®, visit: [www.alzheimerbc.org](http://www.alzheimerbc.org)



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