

Job Title: Executive Assistant to the CEO

Reports To: Chief Executive Officer (CEO)

Location: Royal Inland Hospital Foundation, Kamloops, BC

Employment Type: Full-time

Salary Range: \$50,000 - \$65,000

Position Start Date: August 2025

Submission Closing Date: Friday, July 20, 2025

Position Summary

The Royal Inland Hospital (RIH) Foundation is seeking a highly organized, proactive, and professional Executive Assistant to support the CEO. This role is pivotal to the smooth and effective operation of the CEO's office and contributes directly to the overall success of the Foundation's mission. The Executive Assistant will manage the CEO's calendar, coordinate meetings, maintain internal communications, provide high-level administrative support, and assist with donor stewardship activities.

Key Responsibilities

Calendar & Scheduling

- Manage the CEO's calendar, ensuring efficient scheduling and prioritization of appointments.
- Coordinate and schedule internal and external meetings, events, and travel arrangements.
- Act as the primary point of contact for meeting requests involving the CEO.

Administrative Support

- Prepare meeting agendas, take accurate and timely minutes, and distribute action items.
- Draft correspondence, reports, and briefing materials for the CEO.
- Maintain filing systems and manage confidential information with discretion.
- Support the CEO in meeting deadlines and managing priorities.
- Provide general administrative support to the Foundation team as required.
- Complete monthly workplace inspection reports and submit
- Make sure Letterhead, Raiser's Edge and Board Documents are updated after AGM.
- Update the google docs with Board documents.
- Complete online Annual Society Report after AGM.
- Book Board, AGM and Committee meetings.
- Complete Board agenda, packages and minutes.
- Complete AGM agenda, package and minutes.

Internal Coordination

- Schedule and coordinate internal staff meetings involving the CEO.
- Liaise with staff across departments to ensure alignment on meetings, initiatives, and communications.
- Assist in preparation of board and committee meetings as needed.

Donor Stewardship Support

- Assist with donor stewardship activities, including preparing thank-you materials, coordinating small events or deliveries, and maintaining donor records.
- Support the CEO in engaging key donors and partners by helping prepare backgrounders, notes, and scheduling stewardship meetings.

This role is expected to support the overall success of the Foundation by assisting with other duties as required. This may include providing administrative support to team members, assisting with event logistics or donor stewardship activities, participating in Foundation initiatives and meetings, and adapting to evolving priorities within a fast-paced, mission-driven environment. Flexibility, collaboration, and a willingness to contribute wherever needed are essential qualities for this role.

Qualifications

- Minimum 3 years of executive administrative experience, preferably in a non-profit or healthcare setting.
- Exceptional organizational skills with strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with a high degree of confidentiality.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and virtual meeting platforms (Zoom, Teams).
- Ability to manage multiple tasks, prioritize effectively, and work independently.
- A team player with a flexible and proactive attitude.

Assets

- Previous experience in donor relations, stewardship, or the charitable sector.
- Familiarity with fundraising databases (e.g., Raiser's Edge) is a plus.
- Knowledge of healthcare systems and/or hospital foundations is an advantage.

How to Apply

To apply for the Executive Assistant to the CEO position, please submit the following by **Friday, July 20, 2025**:

- A cover letter outlining your interest in the role and relevant experience
- A current resume

Email your application to jenna.vanderburgh@rihfoundation.ca with the subject line: **Executive Assistant Application – [Your Full Name]**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.