



POSITION TITLE: ASSISTANT TO THE CHAIR
REPORTING RELATIONSHIP: CEO
LOCATION: 168 EAST PENDER STREET, VANCOUVER BC

BACKGROUND:

The VANCOUVER CHINATOWN FOUNDATION FOR ECONOMIC REVITALIZATION is a dynamic and growing organization with a commitment to excellence that values creativity and initiative. The Vision and Mission of the Foundation is to preserve the irreplaceable culture and heritage of the community with ongoing projects and developments.

PRIMARY RESPONSIBILITIES:

As Assistant to the Chair of the Foundation, the role requires a highly motivated and detail oriented individual. A proven background in both executive and personal assisting is mandatory. A productive, flexible, can-do attitude is needed to match that of the Chair to whom you report directly.

You are responsible to assist the Chair (business and personal) allowing her to focus on daily, long term and prospective projects. A close relationship of trust is of utmost importance in order for you to provide the support required.

REQUIREMENTS:

Independent- ability to recognize a need and act on it
Proactive- offering suggestions where/when you feel it is necessary
Reliable- exceptionally strong organizational skills and excellent memory
Positive- you think solutions, not problems
Aesthetic 'eye'- ability to understand vision and imagine it
Adaptive- flexible attitude, quick to deal with all situations
Professional- naturally maintains the highest level of professionalism
Collaborative- attention, at all times, to external and internal stakeholders

RESPONSIBILITIES and DUTIES:

- Impeccable communication skills (written and verbal)
- Superior computer skills with the ability to research and implement new programs/systems as they come to market.
- Project management skills to facilitate events, presentations and meetings
- Complex calendar management
- Efficiency with spreadsheets tracking multiple expenses threads
- Managing travel schedules local, domestic and international (including hotels and ground transportation).



WHAT WE OFFER:

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

The office culture is very team oriented and the staff work very well together, sometimes under tight deadlines. As the successful candidate you will have a strong sense of urgency and the intuition to step in when a helping hand is needed.

Your office hours may be outside the traditional work day thus some flexibility is required.

We invite you to submit your resume to: careers@chinatownfoundation.org

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted