



Job Title: Executive Administrator & Personal Assistant to the CEO

Company: Vancouver Chinatown Foundation for Economic Revitalization

Location: Vancouver

Reports to: CEO

Background:

The Vancouver Chinatown Foundation for Economic Revitalization is a dynamic and growing organization committed to preserving the culture and heritage of Vancouver's historic Chinatown. We are looking for a motivated and adaptable Executive Administrator & Personal Assistant to the CEO who is willing to take on a flexible and diverse range of tasks. This is an exciting opportunity for a highly organized, energetic, and proactive individual to work directly with the CEO, ensuring her success both personally and professionally.

Primary Responsibilities:

As the Executive Administrator & Personal Assistant to the CEO, you will be at the heart of the Foundation's operations, providing comprehensive support across all areas of the CEO's professional and personal life. Your role will be dynamic, with a primary focus on organizing, managing, and handling complex administrative tasks, while providing support for both long-term initiatives and daily projects.

You will play a key role in the CEO's team, requiring a thorough understanding of her working style, personality, and both her and the organization's needs. Your success will be defined by your ability to keep the CEO organized, focused, and performing at her highest potential while supporting the organization's goals.

Key Responsibilities:

- **Problem-Solving:** Take ownership of complex challenges, addressing issues proactively and resolving those brought to you by the CEO. Assess situations, coordinate with relevant stakeholders, and implement effective solutions, escalating to the CEO only when necessary.
- **Personal Assistant Support:** Provide seamless support by assisting with a diverse range of personal tasks, ensuring the CEO's work-life balance is maintained and daily responsibilities are managed efficiently.
- **Communication:** Serve as a liaison for the CEO, managing communication with external stakeholders, internal teams, and other individuals at all levels of seniority as necessary. Ensure all interactions reflect the CEO's standards of professionalism

- **Administrative Support:** Provide executive-level administrative assistance, including handling correspondence, preparing reports, and coordinating logistics for internal and external stakeholders.
- **Project Management:** Take the lead on projects and initiatives as assigned, managing all associated timelines and deliverables. This includes organizing events, preparing presentations, and ensuring all necessary materials are ready for meetings.
- **Calendar Management and Expense Tracking:** Ability to manage the CEO's calendar effectively in accordance with the CEO's priorities, proficient in using spreadsheets to track multiple expense threads efficiently.

Requirements:

- Bachelor's degree in Business, Business Administration, or another relevant field.
- Experience in administration; some experience in executive or personal assistance is preferred but not required.
- Ability to proactively identify and resolve challenges, ensuring smooth operations and supporting the CEO's strategic goals.
- Resourceful and able to recognize needs and act independently to solve problems.
- Flexible and adaptive, with a willingness to adjust priorities and tasks according to the CEO's evolving needs; comfortable working outside traditional office hours as required.
- Exceptional organizational skills, able to manage complex scheduling, and excellent memory for important details.
- Excellent written and verbal communication skills, with the ability to handle sensitive information professionally.
- Proficient in digital tools such as email, spreadsheets, and project management software, with the ability to quickly learn new systems.

What We Offer:

- A competitive salary and a full benefits package.
- The opportunity to work on meaningful projects that contribute to the social purpose of the Foundation.
- A collaborative, supportive office culture where your contributions will have a direct impact.
- The opportunity to develop professionally in a growing organization with a strong sense of community.

Culture & Environment:

You will be working in a team-oriented, fast-paced environment, where flexibility and adaptability are essential. The CEO relies on a highly trusted, collaborative assistant who can anticipate needs, remain organized, and is ready to step in when required. You will be expected to be detail-oriented, proactive, and adaptable to various tasks, ensuring the CEO can focus on the broader goals of the Foundation.

How to Apply

To apply please send your CV and cover letter to the following email address:

Careers@chinatownfoundation.org

Job Type: Full-time

Pay: \$70,000.00-\$75,000.00 per year

Schedule: Monday–Friday; Weekends as required

Work Location: In person