



Job Title: Executive Administrator & Personal Assistant to the CEO

Company: Vancouver Chinatown Foundation for Economic Revitalization

Location: 168 East Pender Street, Vancouver, BC V6A 1T5

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:

- **Problem Solver:** Ability to proactively identify and resolve challenges, ensuring smooth operations and supporting the CEO's strategic goals.
- **Resourceful:** Ability to identify needs and act proactively to solve problems.
- **Flexible & Adaptive:** Willingness to adjust priorities and tasks according to the CEO's evolving needs. Comfortable working outside of traditional office hours as required.
- **Detail-oriented & Efficient:** Exceptional organizational skills, the ability to manage complex scheduling, and an excellent memory for important details.
- **Strong Communication Skills:** Excellent written and verbal communication skills with the ability to handle sensitive information professionally.
- **Tech-Savvy:** Proficient in the use of digital tools (email, spreadsheets, project management software), and the ability to quickly learn new systems.
- **Experience and Education:** Relevant post-secondary education in a related field such as Business Administration or Management with some experience in executive or personal assistance preferred but not necessary.

What We Offer:

- Full benefits package.
- Competitive salary (\$65,000-\$85,000, commensurate with experience)
- 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