



Role Details

Position: Executive Assistant

Status: Permanent full-time, 35 hours/week

Location: Hybrid, ANHBC Central Services
(Heritage Hall, 203-3012 Main Street, Vancouver)

Salary: \$28.93 - \$35.55/hr, ANHBC Band OP4

Benefits: Comprehensive benefits plan - including vacation, sick time, extended health benefits and pension

ANHBC is seeking a dynamic and proactive Executive Assistant to join the Central Services team. This is an exciting opportunity to share your skills and passion for social justice with one of the largest and oldest nonprofits in BC, and there are opportunities for development and growth across the organization.

The Executive Assistant serves as the key liaison for ANHBC's Board of Directors and coordinates all aspects of board governance for multiple Boards. This position provides leadership, organization, administrative and project management support to the CEO and Director of Operations.

This is a hybrid role based in our central Vancouver office in the vibrant and trendy Mount Pleasant neighbourhood with a small but mighty collaborative team.

What you'll be doing:

Executive Support to Board of Directors

- Coordinate and support five boards: ANHBC, Alexandra Foundation, Alexandra Housing Society, ANHBC Foundation and ANHBC Arbutus Housing Centre Society
- Coordinate the Alexandra Foundation neighbourhood house grant applications and scholarships, including the Elmer Helm, Amy Hurn and Lucy Woodsworth Funds

Executive Support to CEO & Director of Operations

- Assist in managing the CEO's calendar, including sending out doodle polls, booking zoom/meeting rooms and sending out calendar invitations
- Project managing various initiatives for the CEO and Director of Operations

Meetings and Events

- Coordinate event and meeting logistics (e.g. sourcing and booking spaces and vendors, catering, proactively communicating project status and identifying potential issues, obtaining supplies, organizing materials, ensuring adequate IT services)
- Provide administrative support (e.g. scheduling, taking meetings, providing IT support, communicating with participants before and after meetings)

About You:

- A commitment to ANHBC values and Strategic Transformation
- Experience providing high level board governance and executive support
- You can shift from big-picture to detail effortlessly and use your planning and organizational skills to achieve multiple objectives in a logical sequence
- Strong propensity to action including anticipating needs, a demonstrated ability to work with urgency and to take the initiative to make things better
- Exceptional communications and interpersonal skills

- Proficient in Microsoft Office and a range of web-based applications, and fearless with learning new technologies
- Fully fluent in English
- Able to lift, move, and take down objects up to 20 pounds

About Us:

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and empowering them to create the change they want to see in their communities.

ANHBC is an umbrella organization for eight neighbourhood houses and an outdoor camp, and together we operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Truth and Reconciliation, decolonization and anti-racism, and together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. It is an exciting time at ANHBC. Join our inclusive, creative and social justice-driven team! To learn more about us, visit anhbc.org.

How to Apply:

Candidates are invited to send cover letters and resumes by December 6, 2024 to:

Carly Geistlinger, Director of Operations, Systems & Governance, cgeistlinger@anhbc.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

