
BC FAMILY HEARING RESOURCE SOCIETY

Executive Assistant to the Executive Director

Permanent 1.0 FTE position; required as soon as possible

Location: Surrey, British Columbia, Canada

Work Site: BC Family Hearing Resource Society

Join a dynamic, dedicated, and supportive team of professionals.

A recent accreditation survey noted the following strengths about our organization: “Teamwork and dedication to service delivery, to meeting the needs of persons served, and to the organization are evident. There appears to be a strong rapport among management personnel, staff members, and families, with mutual respect being the focus of the relationships. Family members and other stakeholders who were interviewed were extremely satisfied and complimentary of staff performance, staff dedication, and the program’s professionalism.”

Job Summary:

Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the Executive Director. The Executive Assistant also serves as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Education and Experience Requirements:

- Bachelor’s degree required.
- Strong work tenure, and at least five to ten years of experience supporting C-Level Executives, preferably in a non-profit environment.
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media platforms.

Vancouver Satellite Centre

#262- 3665 Kingsway, Vancouver, BC, V5R 5W2
PH: 604-428-7949 FAX: 604-428-7950
EMAIL: info@bcfamilyhearing.com

Main Surrey Centre

15220 - 92nd Ave., Surrey, BC, V3R 2T8
PH: 604-584-2827 FAX: 604-584-2800
Toll Free: 1-877-584-2827
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Victoria Satellite Centre

#330-702 Fort Street, Victoria, BC, V8W 1H2
PH: 778-265-8909 FAX: 778-265-8908
EMAIL: vicinfo@bcfamilyhearing.com

Salary Range: \$43,680-\$50,960 (1.0 FTE)

This position also includes:

- Comprehensive Group Benefit Package
- Employee and Family Assistance Program
- Group RRSP/MPP Program Contributions
- Health Spending Account
- Mileage allowance for rural travel
- Access to Professional Development

Please forward resumes to:

Dr. Noreen R. Simmons, Executive Director
BC Family Hearing Resource Society
15220-92 Avenue
Surrey, BC V3R 2T8
Fax: (604) 584-2800
nsimmons@bcfamilyhearing.com

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