

We're looking for an EXECUTIVE ASSISTANT

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$100 million in the 25-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Executive Assistant ...

- Is a high functioning, responsible, highly motivated and reliable individual who will provide extensive support to the Executive Director and Board of Directors.
- A team player who works well with minimal supervision and has experience working with a Board of Directors with a commitment to excellence in governance practices.
- An organized and detail oriented individual who has excellent written and verbal communication skills and strong organizational skills with the ability to multitask and manage concurrent deadline or competing priorities.
- A graduate with five years administrative experience in an office environment with advanced skills in MS Office: Outlook, Word, Excel, PowerPoint and database skills.

If this describes you, please submit your resume to info@pahfoundation.ca on or before April 10, 2015. For more information about the Foundation and this opportunity, please visit pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.

