

## 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](mailto:info@pahfoundation.ca) on or before April 10, 2015. For more information about the Foundation and this opportunity, please visit [pahfoundation.ca](http://pahfoundation.ca). We thank all applicants for their interest, however only those being interviewed will be contacted.

