



POSITION DESCRIPTION

Position Title: Executive Assistant

Position Category: Employee Part-Time (0.6 Full-Time Equivalent)

Department: Office of the Registrar and CEO

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəyəm (Musqueam), Sk^wxwú7mesh (Squamish) and səliwətał (Tseil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKÉĆEN (Pauquachin), STÁ,UTW (Tsawout), WJOLEŁP (Tsartlip), and WSÍKEM (Tseycum) Nations.

Position Summary

The Executive Assistant ensures the smooth operation of the Registrar/CEO's office by providing confidential administrative support to the Registrar/CEO, the Chief Regulatory Officer (CRO), and the Leadership Team. Responsibilities include managing agendas for the Registrar/CEO and the CRO, ensuring accurate and timely delivery of administrative services, making logistical arrangements including the coordinating of internal staff activities, and external partner meetings, handling and managing emails, calls and correspondence directed to the Registrar/CEO Office, managing travel arrangements, and managing and maintaining office support systems, including documents and official records.

It is essential for all College staff to contribute to a team approach with a public protection focus, delivering efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Registrar and CEO

Direct supervision: N/A

Duties & Responsibilities

1. Acts as the first point of contact for matters referred to the Registrar/CEO and CRO office, resolves problems, and takes necessary follow-up action as appropriate.



2. In consultation with the Registrar/CEO and CRO, produces and distributes a variety of documents including confidential correspondence, meeting agendas, minutes, and reports.
3. Conducts research and compiles information for presentations and reports.
4. Tracks, reads, and analyses incoming internal and external correspondence, Registrar/CEO and CRO emails, submissions, and reports to prioritize requests. Manages document distribution and retention, responds independently to routine correspondence, or drafts responses as required.
5. Organizes and coordinates background materials for meetings (both in-person and virtual), prepares agendas, records minutes as required, and tracks completion of action items.
6. Manages the Registrar/CEO and CRO calendars and arranges or directs the arrangement of appointments, schedules, and itineraries for the Registrar/CEO and CRO.
7. Coordinates the executives' agendas with the Registrar/CEO to ensure the strategic coordination of senior staff within the College, including the monitoring of vacation scheduling and coverage.
8. Organize travel arrangements for Registrar/CEO and CRO.
9. Assists with the logistics and planning related to seasonal or other events involving staff ensuring positive outcomes and cultural alignment.
10. Ensures filing of documents in accordance with the filing conventions
11. Fosters and maintains an organizational culture that promotes mutual respect, teamwork, and service excellence.
12. Develops, monitors, evaluates, and implements office procedures that support the Registrar/CEO and CRO.

Qualifications

1. Business administration or office administration degree/diploma or an equivalent combination of administrative and technical skills and experience.
2. 5 to 7 years of progressive experience in providing support to employees at the senior leadership level
3. Advanced knowledge and experience using all applications of the latest version of MS Office, SharePoint, Adobe Acrobat, One Note, and MS Dynamics CRM.
4. Excellent verbal and written communication skills.
5. Proven ability to demonstrate tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
6. Excellent interpersonal skills to provide effective administrative support at a senior management level.
7. Excellent organizational skills and attention to detail.
8. Proven ability to multi-task and prioritize workload and to work under pressure to meet deadlines.
9. Ability to demonstrate flexibility to changing priorities or changing situations and to new ideas and concepts.
10. Ability to work independently or collaboratively as required.
11. Demonstrated experience producing digitally based materials and resources.
12. Demonstrated systems knowledge related to the role of Executive Assistant /Coordinator within a technologically progressive environment.



13. Demonstrated understanding of diversity, inclusion, and cultural safety and humility as they apply to professional practice & support
14. Awareness of, and commitment to, learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the *In Plain Sight* report (2020), the *Declaration on the Rights of Indigenous Peoples Act* (2019) and *Reclaiming Power and Place's* (the Missing and Murdered Indigenous Women & Girls National Inquiry's Final Report) Calls for Justice, and how they intersect across the health care system.

Diversity, Equity and Inclusion

CHCPBC values and celebrates diversity. We acknowledge the uniqueness of every individual and that employing people who reflect a spectrum of skills, backgrounds, identities, and lived experiences is essential to our success. We value all employees and applicants, including those who identify with diverse groups such as people who self-identify as First Nations, Métis or Inuit/Inuk, Black or racialized persons, women, 2SLGBTQIA+, and gender diverse, disabled and neurodivergent people. We are committed to fostering an open, welcoming and inclusive work environment where we value and respect different perspectives. We aspire to employ and support our staff who are representative of the diverse BC communities which we serve.

Salary & Benefits

1. The full-time compensation for this position is \$82,693 – 104,025 annually (prorated at \$49,616 - \$62,415 based on a 22.5-hour work week).
2. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.
3. The College provides competitive compensation; an attractive paid-time off package that gives annual vacation, personal days, and a pension benefit.
4. We have a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.