



**Vancouver  
CoastalHealth**  
*Promoting wellness. Ensuring care.*



Come for the **JOB.**  
Stay for the **TEAM.**

**Board Support Lead  
Regular Full Time  
Vancouver, BC  
Vancouver Coastal Health**

**At Vancouver Coastal Health we are leaders in promoting wellness and ensuring care by focusing on quality and innovation. We have over 22,000 staff, 2,500 physicians and 5,000 volunteers that operate across Vancouver, Richmond, the North Shore and Coast Garibaldi touching the lives of over a million British Columbians each year. VCH is responsible for the delivery of more than \$2.8 billion in publicly-funded health care services, spanning hospital-based surgeries and emergency care, mental health and addictions, public services and research, primary care, home and community care.**

**JOB SUMMARY:**

Reporting to the Board of Vancouver Coastal Health (VCH), the Board Support Lead is responsible for managing and coordinating all aspects of the reporting and senior level administrative functions of the various Board-related initiatives and Committees, and providing confidential executive support to the Board's Chair and its members.

Coordinates and conducts research monitoring trends and future forecasts in collaboration with appropriate leadership and stakeholders, prepares briefing notes and key reports, and develops and implements effective Board processes and procedures in support of organizational initiatives and reporting, policy development, and Board governance. Leads select projects.

**QUALIFICATIONS:**

- Completion of a university Degree.
- Six (6) years' recent, related experience in progressively more responsible and complex executive administrative positions, including at least three (3) years supporting senior executive and/or Board members.
- Membership with ICD preferred.

**ROLE SPECIFIC EXPERTISE:**

- Exercises considerable judgment, tact, confidentiality and discretion in preparing, disclosing, handling and communicating information of a confidential and/or sensitive nature.
- Liaises in a professional and courteous manner with senior executives, government officials, legal counsel, Board and committee members, staff and the public to gather and disseminate information.
- Demonstrated ability to organize large volumes of materials to meet tight timelines.
- Exhibits superior interpersonal skills to build and maintain positive and productive working relationships.
- Demonstrated time management skills to plan, manage, and coordinate Executive activities and major functions.
- Utilizes advanced word processing, spreadsheet and presentation software skills to create, modify and format various documents, communiqués, reports and presentations in business vocabulary to effectively represent the Board and the organization to external parties.

To apply, visit [jobs.vch.ca](http://jobs.vch.ca) and search Ref **#069986**

**Application deadline October 31, 2014**

*Thank you for your interest in Vancouver Coastal Health*



**jobs.vch.ca**

Phone: 604.675.2500 or 1.800.565.1727