

Executive Assistant and Board Liaison

Covenant Foundation is seeking an **Executive Assistant & Board Liaison** to join its team. Reporting to the President & CEO, the Executive Assistant & Board Liaison will support all aspects of the Executive Office. This role requires a high degree of diplomacy, motivation, problem-solving skills, process management, and self-management.

The successful candidate must be able to effectively manage multiple priorities, possess superior planning, organization and writing skills and be able to work both independently and as part of a team. The Executive Assistant and Board Liaison is a primary point of contact for both internal and external Covenant Foundation relationships, making it a visible and critical ambassador role.

QUALIFICATIONS

Education and Experience

- Minimum five (5) years' experience providing executive support to C-Level Executives, Boards, and Committees in a fast-paced corporate organization or charity.
- Demonstrated proficiency in Office 365 and strong technical aptitude. Familiarity with Raiser's Edge is an asset.
- Proven ability to communicate effectively with C-Level executives, Boards, donors, volunteers, and staff.
- Experience in preparing comprehensive reports, correspondence, and presentation materials.
- Flexibility and ability to work variable hours and some evenings to support Board meetings and event logistics as needed

Key Competencies

- High degree of professionalism with exceptional organizational and process management skills.
- Strong judgment and discretion in handling confidential and sensitive matters.
- Excellence in client service delivery and stakeholder relationship management.
- Strategic thinking with ability to drive initiatives and enhance existing programs.
- Team-oriented with hands-on approach to problem-solving.
- Understanding of and commitment to the Covenant Foundation/Covenant mission, vision and values.

PAY AND BENEFITS

Covenant Foundation believes in supporting our employees holistically by providing:

- Competitive pay \$63,895 - \$84,8442 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex-spending account
- Hybrid remote/in-office work environment

ESSENTIAL FUNCTIONS**Office of the CEO (60%):**

- Manage the President's daily operations including calendar management, email triage, and correspondence, ensuring efficient prioritization of business matters and timely responses to stakeholders.
- Create and maintain reporting systems that track foundation initiatives, deadlines, and statistical analysis while ensuring proper documentation of confidential information.
- Prepare high-quality materials for Board, Committee, and Senior Leadership Team (SLT) meetings, including reports, presentations, and minutes that reflect professional standards and maintain the Foundation's credibility.
- Manage administrative operations including annual budget preparation, expense processing, and travel arrangements for the President and Board of Directors.
- Facilitate collaboration with the Executive Office of Covenant Health and manage sensitive communications across all stakeholder groups.

Board Governance and Liaison (40%):

- Serve as lead administrator for 12-14 Board members, overseeing governance activities and ensuring alignment with Foundation bylaws.
- Coordinate all aspects of Board and Committee operations, including:
 - Meeting preparation, documentation, and follow-up
 - Development and maintenance of multi-year work plans
 - Management of the Board electronic portal
 - Organization of special events, retreats, and AGM
 - Facilitation of Board orientation and ongoing education
- Support management relationship with Foundation's affiliate board and administration by:
 - Providing guidance on work plans and budget alignment with Covenant's strategic plan
 - Managing communication between the foundation and affiliate boards
 - Facilitating quarterly approvals and appointments
 - Maintaining and documenting Board policies and procedures

Why Covenant Foundation?

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the generosity of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at 22 Covenant hospitals and continuing care sites across Alberta.

Commitment to Diversity, Equity, Inclusion and Accessibility

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily.

Should you need any support during the application or interview process, please do not hesitate to reach out to Lisa Munro at foundation@covenanthealth.ca.

To Apply

Please email your cover letter and résumé in one document to Lisa Munro, CEO at foundation@covenanthealth.ca.

Please include in your email subject line: **EXECUTIVE ASSISTANT & BOARD LIAISON**

Optional Ikimy Pilot Project Stream:

As part of our commitment to improving the hiring experience, Covenant Health is piloting Ikimy, an innovative job-matching platform. We invite you to participate in this pilot program alongside our standard application process.

Benefits for you:

- Discover additional career opportunities matching your skills
- Save time by avoiding resume updates
- Get insights into your career strengths and potential paths

Your privacy is protected:

- Your personal information remains confidential
- Initial screening is completely bias-free (no name, gender, or demographic data shared)
- You control your data and can remove it at any time
- Your standard application will be reviewed regardless of participation

This is entirely optional and will not affect your current application. Would you like to participate in this pilot? If so, you may apply to this position by registering on the Ikimy platform at <https://app-candidate.ikimy.com>. For more information on the Ikimy pilot project, please feel free to contact Dona Baker at Rhealize - dbaker@rhealize.com.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.