

About CancerCare Manitoba Foundation:

The mission of CancerCare Manitoba Foundation is to support CancerCare's strategic priorities in areas of prevention, early detection, clinical trials and leading-edge research and treatment. Thanks to the generosity of donors, CancerCare Manitoba Foundation has been able to grant more than \$135 million since 2000. This support to CancerCare Manitoba profoundly impacts patient outcomes and bridges the gap of initiatives and programs not eligible for government funding or where financial resources are not available.

CancerCare Manitoba is a provincially mandated agency for cancer and blood disorders and the Foundation shares its bold vision, "A world free of cancer" and the goal that no life is cut short by cancer.

CancerCare Manitoba Foundation is the only charitable organization exclusively fundraising for CancerCare Manitoba – all funds raised and donated remain in Manitoba.

How to Apply:

Please apply by emailing your cover letter and resume in confidence to Phaedra Propp; ppropp@peoplefirsthr.com. For further information, feel free to contact Janelle Robin at 204-938-4034.

We thank all applicants for their interest; however, only those selected will be contacted.

Executive Assistant to the President & CEO

Winnipeg, Manitoba

CancerCare Manitoba Foundation is seeking an Executive Assistant to assume day-to-day responsibility for the effective management and coordination of the Office of the President & CEO. The successful applicant will also work closely with the Foundation's senior leadership team and Board of Directors, ensuring a high level of coordination and communication to the President & CEO.

As the Executive Assistant you will:

- Provide effective administrative management and confidential support for the Office of the President & CEO, including calendar and electronic file management, preparation of meeting files and briefing notes, expense reports, receiving and triaging incoming mail, email and phone calls.
- Prepare accurate correspondence and compose/edit a variety of documents, reports and presentation materials.
- Conduct research on a variety of projects as assigned by the President & CEO.
- Assist with grant applications and award processes, as well as monitoring grant progress reporting.
- Liaise and provide support for Board of Directors and committee members.
- Carry out Board and Committee meeting planning, preparation, maintenance of documents and accurate recording of minutes
- Complete other related administrative duties as assigned.

You and Your Experience:

- Minimum 5-10 years of experience in a senior administrative role
- Experience supporting a Board of Directors and familiarity with Board Governance
- Excellent organizational and planning skills with an ability to manage multiple competing priorities
- Strong verbal and written communication skills
- Ability to work in a fast-paced environment and work effectively under pressure to meet deadlines
- Independent, self-motivated, able to take the initiative to liaise with other departments and/or external sources
- Ability to maintain confidentiality, utilize judgment and work with minimal supervision
- Advanced knowledge with MS Office applications, including Outlook, Word, Excel, PowerPoint and Teams
- Secondary education (Administrative Assistant, Business Administration, Project Management or equivalent) is considered an asset
- Medical Terminology and Raiser's Edge experience is an asset