



### Who We Are

Founded in 1891, the College of Pharmacists of British Columbia is located on the traditional, ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh). The College is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists and pharmacy technicians; Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

Achieving Excellence Canada's Gold Certification further establishes the College as a modern, relevant and progressive organization, which is able to continue to fulfill its duty to protect the public within an ever-changing provincial health landscape. The College believes in integrity, transparency, and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team to succeed, while supporting our staff in achieving a healthy work-life balance.

### Our Values

#### Accountability

- *We value the importance of our work and take responsibility for our decision, words and actions.*

#### Integrity

- *We act ethically, honestly and in good faith.*

#### Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

#### Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

### Our Diversity, Equity and Inclusion Commitment

The College is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at the College, we are very interested in recruiting Indigenous individuals and encourage their applications.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. The College seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. The College also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

## About the Role

Based in the BC lower mainland, the College is seeking a resourceful, innovative and proactive individual with over 5 years of relevant work experience in supporting executive or senior positions (or an equivalent combination of education and experience) to take on the role of **Executive Assistant and Board Coordinator**. This position is responsible for providing senior administrative services to the Registrar and CEO, the Executive Team and the Board and ensures operating standards are met in alignment with the College's commitments, values and policies.

The successful candidate will have exceptional skills in schedule management and meeting coordination. In addition to being very organized, the individual has a strong business sense and can decipher priorities and make sound judgment calls when needed. As well, it would be an asset for the Executive Assistant and Board Coordinator to have worked in a regulatory/professional organization or had training in anti-racism and/or diversity, equity and inclusion and/or Indigenous Cultural Safety.

## Essential Duties

### Support to the Registrar/CEO

- Acts as a key point of contact between the Registrar/CEO and internal/external contacts.
- Provides extensive schedule management, meeting coordination and travel coordination.
- Ensures meeting materials and background information are available for review by the Registrar/CEO.
- Assists the Registrar/CEO with keeping track of outstanding action items and deliverables.
- Prepares and drafts correspondence documents and confidential materials for the Registrar/CEO.
- Prepares and reconciles Registrar/CEO monthly expenses and reports.
- Reviews Registrar/CEO's mail and other incoming correspondence.
- Provides other day-to day support to the Registrar/CEO as required.
- As directed by the Registrar/CEO, provides assistance to the other Executive Team members with extensive schedule management, travel coordination, preparation of documents, preparation and reconciliation of Executive Team monthly expenses and reports and other miscellaneous duties.

### Support to the Board

- Makes arrangements for Board meetings, Annual General Meetings and other Board events.
- Drafts Board meeting agendas, compiles Board meeting briefing materials, and provides them to the Registrar/CEO for their final review.
- Posts finalized Board meeting materials on the Board portal for access and review by Board members, Executive Team and Directors.
- Coordinates Board meeting presentations.
- Coordinates all arrangements for Board meetings including setup, catering, etc.
- Attends all Board meetings and takes minutes.
- Coordinates meetings with the Executive Team and Directors for regular Board meeting preparations and debriefs.
- Documents Board action items for the Executive Team to review on a regular basis.
- Coordinates accommodations for Board members and provides other support to the Board as directed by the Registrar/CEO.
- Plans the Annual General Meeting and Board events as required.
- Works with the Board Governance and Correspondence Specialist to coordinate the annual Board election process from start to finish.
- Provides recommendations for continuous quality improvement in all processes and procedures that the role is responsible for.
- Maintains the Board portal ensuring all Board resources are current and are available to the Board; continues to find ways to improve the usability of the Board portal.

### Support to the Governance Committee and other Board Committees

- At the direction of the Registrar/CEO, provides support for Board Committees.
- Coordinates and schedules meetings, gathers committee briefing materials and ensures appropriate executive approval as necessary.
- Compiles briefing materials for posting to committee sites.
- Attends meetings and takes minutes as requested.
- Coordinates the College Committee selection process at least once a year.
- Maintains College committee membership information and terms of reference on College records.
- Coordinates onboarding/offboarding requirements for committees.

### Qualifications, Skills and Knowledge

- Post-secondary education with at least 5 years of relevant work experience in supporting an executive position (or an equivalent combination of education and experience)
- Experience working in a regulatory/professional organization an asset
- Anti-racism and/or diversity, equity and inclusion training or equivalent self-directed training is an asset
- Indigenous Cultural Safety training or equivalent self-directed training is an asset
- Extensive skills in schedule management and meeting coordination
- Proficient in Microsoft Office (Intermediate to Advanced level in Outlook, Word, Excel, PowerPoint)
- Excellent written and verbal communication skills
- Digital acumen with an understanding of adopting or using appropriate technologies.
- Exceptional time management abilities to organize work duties and set priorities
- Ability to exercise diplomacy, tact and discretion when working with confidential/sensitive information
- Ability to build and maintain effective working relationships with all partners
- Ability to maintain tact when dealing with diverse groups of people with different personalities
- Ability to deliver results under pressure and manage own emotions
- Ability to use a common sense approach and demonstrate sound judgement
- Strong detail orientation and drive for accuracy
- Ability to problem solve and analyze situations to recommend solutions
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve
- Commitment to excellence.

### Salary and Benefits

The compensation for this position is \$69,000 to \$83,000 annually based on a 35-hour work week.

The College provides a total rewards program that includes competitive compensation, extended healthcare, a defined benefit pension plan and other benefits. 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. We have a flexible work environment that includes a hybrid work model with an assigned schedule.

### How to Apply

The College offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to [hr@bcpharmacists.org](mailto:hr@bcpharmacists.org) by end of day **Friday, March 22, 2024**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

*\*Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*