



Health Services Foundation of the South Shore Executive Assistant/Office Manager

About the Health Services Foundation of the South Shore:

For over 30 years, the **Health Services Foundation of the South Shore** (HSFSS) has been dedicated to enhancing rural healthcare for the residents of Lunenburg County with the support of a dedicated community and a forward-thinking Board of Directors. The HSFSS has a long history of positively impacting our community by fundraising for South Shore Regional Hospital and Fishermen's Memorial Hospital, successfully raising millions of dollars for critical medical equipment, education, and programming.

The HSFSS is growing, and we are seeking an individual to be part of our dynamic team as an **Executive Assistant/Office Manager**. This is a permanent full-time position.

Role:

Reporting to the Executive Director, the Executive Assistant/Office Manager is the front facing person for the Foundation, providing clerical and administrative support for the Executive Director and members of the fundraising team. This position works in conjunction with all office staff, donors, volunteers and committees, the hospital community and the Board of Directors, and is responsible for all general office correspondence and management, data input and reconciliation, and maintaining donor records. Administrative support for meetings and events is also required.

Applicants for the position of **Executive Assistant/Office Manager** must demonstrate the following:

- Administrative diploma or equivalent.
- Proven administrative expertise with two to five years of relevant experience, preferably in the non-profit or medical sector
- Superior communications skills, proven office management, keen attention to detail for data entry.
- Ability to work collaboratively as part of a team.
- Experience in Raiser's Edge NXT considered an asset.
- Demonstrated maturity and the ability to work key stakeholders such as staff, volunteers, donors, families and the corporate community is essential.
- A passion for healthcare and building a healthy community.

This position is onsite only and based at either South Shore Regional Hospital (Bridgewater) or Fishermen's Memorial Hospital (Lunenburg). Some evening and weekend work will be required.

Applications will be accepted until **Friday May 9th, 4:00pm**. Please submit a resume and cover letter, either through regular mail or electronically, to the Health Services Foundation c/o Melissa Patterson. Inquiries by email only. We appreciate all interested applicants however only successful candidates will be contacted for an interview.

Health Services Foundation of the South Shore
PO Box 492, Bridgewater, NS B4V 2X6
or by email Melissa.Patterson@nshealth.ca

To learn more about the Health Services Foundation, we invite you to visit www.healthservicesfoundation.ca