



LIFESAVING SOCIETY®

*The Lifeguarding Experts*

**JOB POSTING**

**EXECUTIVE ASSISTANT**

APRIL 9, 2025

**Position Title:** Executive Assistant  
**Location:** Branch Office (Burnaby, BC)/Hybrid  
**Terms:** Permanent; part-time (24 hours/week)  
**Start Date:** May/June 2025  
**Pay Rate:** \$36.00/hr

### **Nature & Scope**

We are seeking an experienced, detail-oriented Executive Assistant to provide exceptional high-level administrative support to the Executive Director. The Executive Assistant is the primary point of contact for all matters pertaining to the Executive Director's office and acts as a seamless extension of the Executive Director, maintaining a high level of professionalism, tact, and confidentiality. The individual in this role must understand business priorities and demonstrate the ability to proactively anticipate the needs of the Executive Director.

### **About Us**

The Lifesaving Society is a charitable organization committed to the prevention of drowning and aquatic-related injury through water safety education. In addition to providing swim lessons, lifesaving and lifeguarding courses, and first aid/CPR training throughout BC and Yukon, the Society is a leader in offering expertise and guidance to ensure safe operation of any water-related setting through safety management services. We offer a supportive, collaborative, and inclusive professional culture.

### **Key Responsibilities**

- Provide comprehensive support to the Executive Director, including calendar management, scheduling meetings, and coordinating travel arrangements. Prioritize and resolve scheduling conflicts to ensure the Executive Director's time is managed effectively.
- Serve as the initial point of contact for internal/external stakeholders including engagement with staff, Board members, Affiliates, community members, government officials, etc.
- Prepare and prioritize communications, emails, phone calls, and other correspondence for the Executive Director, tracking urgent or high priority items, ensuring timely responses and follow-up when required.
- Prepare agendas, presentations, reports, and meeting materials for the Executive Director. Ensure follow-up on key deliverables and timelines. Proofreads and edits documents for grammar and stylistic consistency. As requested, investigates and compiles information on issues and drafts reports outlining alternative options and recommendations.
- Handle sensitive and confidential information with the highest level of discretion and professionalism.
- Support the Executive Director with Board administration, including scheduling meetings, preparation of documents, reports and meeting packages, minute-taking, onboarding, travel, catering, communications, and other logistics.
- Prepare monthly expense reports and credit card reconciliations for the Executive Director.
- Assist with completing required human resources and payroll documentation.
- Provide recommendations and leads implementation of new administrative processes to enhance efficiency.
- Assist with other organizational needs, initiatives, events, and projects as required.
- Other duties as required.

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**BC & Yukon Branch**

112-3989 Henning Drive  
Burnaby, BC V5C 6N5  
info@lifesaving.bc.ca  
lifesaving.bc.ca  
604.299.5450

## Requirements

- Minimum 2 years experience in an administrative role supporting senior-level executives
- Relevant post-secondary education or equivalent experience
- Strong proficiency in MS Office (Word, Excel, PowerPoint, Outlook, SharePoint, and OneDrive).
- Exceptional organizational skills and attention to detail.
- Proven ability to manage multiple priorities and deadlines with ease.
- Excellent verbal and written communication skills.
- Advanced interpersonal and relationship management skills including tact and diplomacy.
- Ability to maintain a high degree of confidentiality and professionalism at all times.
- Must be able to work well independently with minimal supervision.
- Flexibility and ability to adapt to evolving needs
- Successful candidate will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding start date.

**TO APPLY:** Submit resume with a cover letter to the attention of Lenea Grace, Executive Director at [leneag@lifesaving.bc.ca](mailto:leneag@lifesaving.bc.ca) by April 25, 2025 at 4:30 pm.

*Thank you for your interest and application. Please note only short-listed candidates will be contacted.*

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