



We are a leading health charity looking for a detail-oriented, administrative wizard that is ready for the next challenge in their career. That crusader with a sharp eye; the savant that never misses dotting an “I” or crossing that “T”; that skilled driver of intra-office projects from start to finish. Information technology know-how? No problem. Board governance and reporting? Your cup of tea. Diplomacy and organization skills? Off the charts. If you feel your lungs about to burst in excitement, the BC Lung Foundation has an opportunity for you.

Are you **the Manager, Administration & Governance** that we’re looking for? The ideal candidate has strong organizational skills, is highly detail oriented, and understands non-profit governance. You value *doing* right over *being* right and understand we are all working together toward something special. You are transparent in your communication as well as respectful and inclusive, recognizing that the best ideas and solutions come from engaging others. Warm, empathetic, and highly relational in your communication style, combined with personal energy and sound business acumen, you are committed to our projects and investments, ultimately helping all British Columbians breathe easier.

## RESPONSIBILITIES

**The responsibilities of the position are vital to the effective administration, operations and governance of the organization. They include, but are not limited to:**

- Managing daily office functions to ensure an efficient and organized workplace;
- Overseeing administrative financial tasks such as tracking expenses, supporting budget preparation and contributing to project reporting, in collaboration with the Manager, Finance;
- Supervising administrative staff, providing guidance and support to foster a collaborative, team environment;
- Managing the on-boarding and off-boarding orientation and processes of employees;
- Maintaining all Human Resources records, including all contracts and agreements;
- Implementing wide-stream organizational policies, such as vacation, leave requests, and wellness programs;
- Serving as the internal lead with the organization’s Information Technology Provider, project managing technological resources and security;
- Coordinating governance activities such as Board meetings and the creation of supporting documentation, with support from the Coordinator, Administration; and
- Preparing and managing key governance documents, including by-laws, annual filings with BC Registries, and reports, ensuring timely submissions and accuracy.



## CORE COMPETENCIES

- Post-secondary education in Business Administration, Non-Profit Management, or equivalent experience;
- Minimum of 2 years of experience in governance and operations, or organizational management, ideally in a non-profit setting;
- Exceptional attention to detail and the ability to manage multiple priorities effectively;
- Strong problem-solving skills;
- Excellent verbal and written communication skills; and
- Discretion and confidentiality in handling sensitive information.

If this opportunity is speaking to your inner do-gooding, health-promoting, team-building soul, please send a **cover letter and your resume** to [lam@bclung.ca](mailto:lam@bclung.ca). No phone calls please.

The BC Lung Foundation is committed to creating a diverse, inclusive, and respectful workplace. We welcome candidates from all backgrounds and experiences who are motivated to contribute to our mission of advancing lung health and supporting those impacted by lung disease.