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| Executive Assistant, Foundation - 1 position | Posting #: 57134                      |
| Foundation                                   | Posting Date: September 24, 2026      |
| St. Joseph's Hospital - London, ON           | Submission Deadline: October 14, 2026 |
| Full Time                                    | Jennifer Pasichnyk, Human Resources   |
| Non-Union                                    | Salary Range: \$29.08 - \$36.36 /hour |

An exciting opportunity presently exists for a highly motivated, self-directed, and proactive administrative professional to provide support to the St. Joseph's Foundation President and CEO and community Board of Directors. You will play a key role in liaising with members of the Foundation's Senior Leadership Team, other organizational senior leaders, the Foundation's Board of Directors and its various Committees, staff, donors and other key stakeholders.

You are an energetic team player who is a graduate of a recognized secretarial diploma program with at least five years administrative support experience at a senior level, and experience supporting a C-suite level of leadership. You will have exceptional interpersonal skills with a strong customer focus, as well as experience in communicating confidently with a variety of internal and external stakeholder audiences. You professionally represent the office of the President & CEO to both internal and external stakeholders.

You possess superior written communication skills and competency in composing minutes, correspondence and presentations. You can demonstrate advanced computer skills, particularly with MS Office Suite products, including PowerPoint, OneNote, Word, SharePoint and Excel, and a strong aptitude in learning and using new software. You are comfortable organizing and taking accurate corporate-style minutes at various meetings. Your excellent organizational and negotiation abilities along with your attention to detail enables you to establish priorities when balancing competing demands in a challenging and ever-changing work environment. Your superior problem-solving skills will augment your ambitious desire to make a difference in a charitable healthcare environment. Experience working with/supporting a charitable Board of Directors and other senior leaders, and knowledge of the dynamics of a charitable healthcare organization are considered assets.

#### Immunization Requirements

Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.

Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*