

**Position:** Administrative Assistant  
**Reports to:** Executive Vice President  
**Location:** Possible remote work, depending on the applicant and the location  
Travel may be required

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Imagine a future where people living with lung cancer have a fighting chance, where no one loses a loved one to asthma, where people with chronic obstructive pulmonary disease (COPD) live their lives to the fullest, where older adults don't lose their independence in life, and where future generations don't suffer the debilitating effects of lung disease.

The Lung Health Foundation is committed to making this future a reality. And this new future starts now.

The Lung Health Foundation's mission is to improve the lung health of Canadians, and we will achieve this through:

- Groundbreaking research;
- Policy and practice change;
- Urgently needed programs and support; and
- Public education around lung health issues.

And at the heart of it all? Helping those who have been impacted by lung disease.

A role integral to the efficient and collaborative operations of the Lung Health Foundation, the Administrative Assistant provides overall support to the Executive Vice President, as well as other members of the Senior Leadership Team.

The ideal candidate for this role has impeccable attention to detail, as well as strong time management skills, and an eagerness to support the excellent work of a growing national organization.

### **RESPONSIBILITIES:**

- Provide administrative support to the Executive Vice President, as well as other members of the Senior Leadership Team, including, but not limited to:
  - Providing general day-to-day administrative and clerical support
  - Drafting correspondence
  - Supporting the development of presentations
  - Assisting with meeting arrangements including scheduling, agenda development, pre-meeting materials, minutes, and logistics
- Lead the preparation and development of key reports, including Business Plan and Strategic Directions updates, liaising with other members of the organization as required
- Participate in strategic integration and quality improvement activities as directed
- Other duties as assigned from time-to-time by the Executive Vice President

### **QUALIFICATIONS:**

- Two to four years related work experience
- Demonstrated excellence in verbal and written communication skills, with the ability to handle sensitive issues with tact and diplomacy
- Strong computer/software skills, with proficiency in Windows-based applications including Microsoft Office suite (Word, Excel, PowerPoint) and Outlook
- Excellent interpersonal skills with demonstrated ability to communicate effectively and courteously
- Able to work with minimal supervision and exercise sound judgment
- Excellent organizational, problem-solving, analytical and time-management skills

- Ability to work effectively in urgent situations and demonstrate professionalism at all times
- Active and respectful listener – known for honesty, compassion and integrity

We're also looking for people who share our values:

- To lead with courage and passion
- To act as one unified and integrated team
- To be nimble, open and quick to adapt
- To demonstrate genuine integrity
- To be accountable to the donors that make our work possible; the patients and caregivers that we exist to serve; *and to each other...the members of our LHF family*

### **WHY THE LUNG HEALTH FOUNDATION?**

Beyond the good feels you'll get from making a real difference in the lives of the one-in-five Canadians living with lung disease, we offer:

- collaborative and creative environment
- robust benefits package, including an RRSP matching program
- flexible work environment
- we help you grow - both professionally and personally

As a Toronto-based organization with a national scope, we may consider, for externally-focused roles, remote work based on the strength of the candidate and organizational needs. In such cases, the candidate must be also willing to travel as required.

*The Lung Health Foundation is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, we will make accommodations available to applicants with disabilities upon request during the recruitment process.*

*The Lung Health Foundation is an Equal Opportunity Employer and is committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family or parental status, or any other status protected by the laws or regulations in the province where we operate. At the Lung Health Foundation, we value the insights and innovation that diverse and inclusive teams bring to work.*

### **HOW TO APPLY:**

If you are interested in this opportunity and have the skills and experience required, we invite you to apply through our careers page at <https://lunghealth.ca/careers/> and in your cover letter please include the position title you are applying for. We appreciate your interest in this opportunity, however, only those selected for an interview will be contacted.