



Executive Coordinator

32 hours/week

Salary: \$40,000/annually

Hybrid work model: 2 days in-office and 2 days remote per week

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About us:

West Coast Kids Cancer Foundation (WCK) exists to provide timely, practical support to respond to the needs of B.C. kids and their families, easing their way as they navigate childhood cancer and blood disorders.

And you:

You're the person who keeps things running smoothly behind the scenes and you are a high-trust administrative partner to the Executive Director. You're organized, detail-oriented, and take pride in making sure nothing falls through the cracks. You thrive in a support-focused role where your ability to anticipate needs, streamline systems, and bring calm to chaos makes a big difference both for your team and the children and families we serve in the community.

You have a natural ability to juggle multiple tasks, whether it's helping a teammate find a missing file, prepping an onboarding package, or handling confidential documents for the Executive Director. You enjoy creating order, bringing consistency to processes, and supporting a positive, people-first workplace culture. You're tech-savvy, flexible, and solution-oriented, and you care deeply about contributing to work that matters.

About this role:

The Executive Operations Coordinator ensures WCK's internal systems, financial administration, staff supports, and executive operations run smoothly and securely. This role serves as a key operational backbone of the organization and a trusted administrative partner to the Executive Director.

Key Responsibilities:

Administrative and Operational Support:

- Maintain and improve internal systems, including Airtable, Dialpad, shared drives, and workflow processes
- Standardize and maintain organizational documents, digital filing systems, and operational procedures
- Provide day-to-day administrative tech support, including tool onboarding and basic troubleshooting
- Maintain secure management of organizational logins and password systems
- Track organizational milestones, shared timelines, and key deliverables
- Oversee general office management, including supplies, landlord relations, building access systems, and logistics
- Handle incoming mail and general administrative communications
- Assist the Executive Director with preparing reports, presentations, and materials as needed
- Take notes and meeting minutes for committees and other internal meetings as required
- Support the Executive Director with confidential executive administrative tasks

Financial Administration

- Process and pay invoices and liaise with vendors and service providers
- Track expenses and maintain organized financial records
- Prepare and reconcile credit card and visa statements
- Support bookkeeping and reporting in collaboration with external accounting support

People and Culture Support:

- Coordinate staff onboarding, including paperwork, system setup, and welcome processes
- Prepare offer letters and set up new staff on payroll, training, and internal systems
- Manage criminal record checks and immunization records
- Coordinate staff trainings and compliance requirements
- Track staff vacation, leaves, and provide day-to-day support
- Organize staff events, wellness initiatives, team retreats, and internal check-ins
- Liaise with the health benefits provider to ensure staff are enrolled and supported

Technology Support:

- Serve as the first point of contact and provide training/support for internal tools (e.g., Dialpad, ClickUp, Airtable, Google Workspace)
- Assist in building and maintaining digital tools that improve organizational efficiency and collaboration

Compensation and details:

- This position is 32 hours/week (4 day work week, Monday-Thursday)
- Salary \$40,000/year
- This role is required to occasionally work evenings and weekends and travel to program sites as required
- Extended health benefits
- 20 days paid vacation (includes 1 week office closure between Christmas and New Year's)
- Flexible, hybrid work from home/office model

To Apply:

We want to hear from you! To apply for this position on the WCK team, please send a cover letter and resume to Jeenu Kailey, Executive Director at careers@wckfoundation.ca.

We will review applications on a rolling basis and remove the posting once the position is filled. West Coast Kids Cancer Foundation is committed to equality, diversity and a welcoming and inclusive workplace. We thank all applicants for their interest; however, only short-listed candidates will be contacted for consideration.