



Human Dignity, Healthy Communities, Global Justice

Employment Posting

Administrative Assistant

June 21, 2018

Position Summary:

The Administrative Assistant works part-time (17.5 hours per week) to coordinate the ongoing operations of the office and support other staff and the Executive Director when needed to ensure the organization's operations are efficient and effective. In cooperation with the Executive Director, an annual work plan will be developed outlining specific duties and responsibilities. The Administrative Assistant Reports directly to the Executive Director.

Key Responsibilities:

Coordinate the ongoing administrative and technical aspects of the office and support other staff and the Executive Director as needed during events, fundraising and programming.

Specific Duties:

Admin & Office Maintenance:

- Respond to all phone and email inquiries for general voicemail & email.
- Maintain orderly filing of all Board Minutes (Z-drive and printed) and prepare for Board Meetings by printing off reports, sign-in sheet, agenda, minutes;
- Maintain and update google group after Board of Directors is elected;
- Maintain an organized filing system for office records and government registrations;
- Process annual government and charitable registrations forms as required (see Filing Calendar);
- Order and organize office supplies as needed and within budget;
- Ensure office is clean and organized at all times including access to up-to-date promo materials;
- Organize monthly office cleaning services.
- Maintain Policy & Procedures Manual, Employee Handbook/Manual and Office Operations Manual;
- Maintain organizational calendar of events, up-to-date membership lists of committees, and assist with meeting coordination;
- Maintain inventory of primary communication materials and file all media articles and press coverage of CFCA;
- Manage office postage updates and refills as required.
- Open and file invoices to be paid with Bookkeeper;
- Out-of-office errands as required (plaque pick-up, get cheques signed, office equipment purchase etc.);
- Manage all CFCA administrative communications.
- Track and ensure that the off-site data company procedures are up to date

Office Tech:

- Maintain and update Fundraising software manual;
- Run software updates for all office computers as necessary;
- Maintain **Office Tech Binder** containing info regarding network, phone system, office passwords, website etc.
- Perform quarterly back-ups of Media onto hard-drive and ensure it is taken off site;
- Manage inventory of office technology, software licensing, and hardware maintenance;
- Organize visits from office tech support provider as necessary.

Events & Donation and Receipting Administration:

- Provide logistical, program & administrative support for CFCA events as required (ex. fundraising events, board meetings and AGM – many of these events will fall outside of regular office hours);
- Maintain donor database and ensure timely delivery of charitable receipts;
- Ensure all donor data is entered in fundraising software correctly and check coding with Executive Director;
- Deposit donations; Enter deposit details in fundraising software from bank deposits, Stripe & Canada Helps;
- Process volunteer applications, track volunteer hours, and assist with volunteer scheduling as required (for fundraisers including Casino and other events);
- Act as the main organizer and chairperson for CFCA's Casino (every two years).
- Communicate with volunteers regarding events and thank them for their support immediately following;
- Complete filing and applications for all raffle and casino events (every two years).

Communication Support:

- Support development and mailing of donor recognition items such as photo books, plaques and cards;
- Provide administrative support for mail outs as required; Pull donor lists using filter and segmentation as required.
- Write thank-you letters and update letters to donors.
- In coordination with the Communication coordinator, update CFC website, Facebook, Twitter, Instagram, YouTube, Aeroplan, Airmiles, and other social media as needed;
- Compile information packages for fundraising and promotional purposes;
- Update mail chimp e-news list for each new donor as donations arrive.

Program Support:

- Collect professional credentials from dental and educational brigade participants and prepare them for submission to foreign authorities.
- Prepare lists as required and organize supplies after brigades return.
- Develop timeline calendars for fundraising events and programming (dental brigades, travel tours, visits to Canada by overseas partners), to systematize step-by-step monthly instructions for these events and programs.
- Organize and attend staff meetings, take and distribute meeting minutes, record holiday time and synchronize schedules on a group calendar.

Qualifications:

The Administrative Assistant will possess:

- a high school diploma + some post-secondary education is preferred;
- four years of administrative experience or a combination of education and experience;
- ability to maintain accuracy and attention to detail;
- ability to communicate effectively verbally and in writing;
- good interpersonal skills;
- ability and willingness to assist with programming as required;
- ability to work with minimal supervision and meet deadlines;
- ability to suggest and take on self-directed creative projects that contribute to the objectives of the charity;
- computer experience at an intermediate level (Word, Excel, PowerPoint, Outlook, Acrobat);
- experience organizing events
- experience working in non-profit, charitable and community organizations and settings;
- commitment to the objectives of the charity.

Salary:

- The Administrative Assistant earns \$21.00 per hour. This is a permanent part-time position.

Desired Start Date:

- Late July or early August

To apply:

- Please email resume and cover letter to Lorraine Swift, Executive Director: Lorena@changeformchildren.org

Deadline to apply:

- July 20th, 2018.