



ADMINISTRATIVE ASSISTANT

FULL TIME POSITION

Overview of Position:

Provide administrative support to Hospice Simcoe

Environment:

Hospice Simcoe's residential care facility

Duties and Responsibilities:

- 1) General Clerical and Administrative Support
 - a) Provide administrative support to the staff including but not limited to finance, residential program, fund development and event coordination
 - b) Accommodate for cross coverage of the Executive Coordinator during absences
 - c) Provide leadership and support to volunteer reception team

- 2) Technical Support
 - a) Provide basic computer and technical equipment support to staff, volunteers and family members

- 3) Database Management
 - a) Enter weekly donations
 - b) Create and maintain reports and listings as required
 - c) Manage database contacts ensuring accuracy
 - d) Advise the Executive Director and Fund Development Manager of significant donations requiring stewardship follow up

- 4) Financial and Fund Development Support
 - a) Complete weekly bank deposit
 - b) Oversee and be responsible for financial processing during fundraising events

Qualifications and Skills:

- 5 years' experience in general office procedures, using general office equipment, basic math and accounting skills
- 5 years' experience working in a not for profit environment
- Experience working with a donor database a must
- Experience with CRA tax receipting a must
- Excellent interpersonal and communication skills
- Excellent oral and written communication skills
- Strong proficiency in Microsoft Office
- Ability to prioritize and oversee a high volume of work in a timely and efficient manner
- Ability to manage confidential information
- Must have reliable vehicle

Compensation:

- Competitive salary based on experience
- Healthcare of Ontario Pension Plan (HOOPP)
- Extended health benefits included after two months employment
- 37.5 hour work week

Working Relationships:

- Reports to the Executive Director
- Works collaboratively with all staff members and volunteers
- Works with donors, residents/clients, families, suppliers and the public

Application deadline:

Submit your resume and cover letter by Monday, December 17, 2018 at 5:00 pm to Cathy Charlton, Executive Coordinator at cathy@hospicesimcoe.ca.

Hospice Simcoe is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

We thank all applicants, however, only those invited for an interview will be contacted.