



JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: EXECUTIVE DIRECTOR

1 year contract with the possibility of extension or being permanent.

Provides administrative support to the staff and Board of Trustees, effectively representing, to internal and external communities, the objectives of the Foundation.

DETAILED DUTIES & RESPONSIBILITIES:

In accordance with the philosophies, goals and objectives of the Foundation, the Administrative Assistant will carry out the following duties:

- Act as a point of contact for visitors and phone inquiries.
- Responds to incoming telephone inquiries and directs calls to appropriate individuals and teams.
- Develops office processes and procedures that align with organizational needs and priorities.
- Provide administrative and organizational support
 - Schedule and prepare for meetings
 - Draft correspondence and related materials
 - Maintain filing system
 - Follow up on various business matters
 - Prepare materials for Annual General Meeting and other special meetings
 - Assist with the organization of Board and staff planning sessions
 - Attends and produces meeting minutes from board meetings
- Ensure timely and accurate processing of donations and pledges
 - Post donations, prepare tax receipts and maintain a donation database
 - Manage donor base program and prepare thank-you responses.
 - Prepare weekly bank deposits (sometimes more if necessary)
 - Follow-up with donors where appropriate
- Oversee internal promotions and staff lottery
 - Track gaming license applications
 - Assist with gaming reports
- General administration and reception duties
 - Provide reception services for the Abbotsford, Mission and Chilliwack offices as required
 - Maintain volunteer database
 - Check voicemail at all foundation offices in the morning and afternoon when office is not staffed
 - Serve as an ambassador for the Foundation in building sustaining relationships with donors, volunteers, organizations, Fraser Health, and others.
 - Assist in the administrative organization of events
 - Support fundraising, donor recognition, and events as required
 - Monitor and order office supplies
 - Perform other duties as required

QUALIFICATIONS

- Completion of Applied Business Technology certificate
- Minimum 60 wpm
- Working knowledge of computer systems, particularly Microsoft Office
- Working knowledge of fundraising database software (Raiser's Edge an asset)
- Minimum 3 years administrative/secretarial experience
- High standard of professionalism and regard for confidentiality.
- Excellent written, oral communication skills and attention to detail.
- Experience within the non-profit sector, including working with a Board of Directors an asset.

SKILLS & ABILITIES

- Excellent communication skills are necessary
- Ability to function effectively in a constantly changing environment
- Ability to work under pressure and maintain a high degree of confidentiality is essential
- Ability to prioritize, organize, execute and complete projects
- Ability to work both independently and as part of a team
- Must display tact, sensitivity and diplomacy in all circumstances
- Enjoy interacting with people on the phone and in person

Please submit your resume to info@fvhcf.ca