

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 perform the following duties:

- 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.

- Ensure timely and accurate processing of donations and pledges.
 - Complete data entry.
 - Generate Cash Receipts Journals.
 - Reconcile Cash Receipts Journals with bank deposits.
 - Make weekly bank deposits (more often when necessary).
 - Issue tax receipts/thank you letters.
 - Follow-up with donor where appropriate.

- Oversee internal promotions.

- General administration and reception duties
 - Provide reception services for the Abbotsford, Mission and Chilliwack offices as required.
 - Maintain online Foundation calendar.
 - Maintain updated VIP and contact lists.
 - Maintain volunteer database.
 - Update ARH bulletin boards (inside/outside foundation office and 3rd floor) regularly as new materials become available.
 - Check voicemail at other offices in the morning and afternoon when offices are not staffed.
 - Serve as an ambassador for the Foundation in building sustaining relationships with donors, volunteers, organizations, Fraser Health, and others.
 - Support fundraising, donor recognition, Third Party events as required.
 - Perform other duties as required.

QUALIFICATIONS

- Certificate or Diploma in Business Technology, Business Administration or equivalent.
- 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.
- Experience working with a governance Board a definite 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.

Contract, Part time

Hourly wage: \$25.00/hr

Please email applications to info@fvhcf.ca