

JOB TITLE: Administrative Assistant
REPORTS TO: Operations Manager
3 days a week / Part time - \$25.00/hr

The Administrative Assistant plays an essential role in supporting the Fraser Valley Health Care Foundation (FVHCF) by ensuring the smooth operation of administrative and office functions. Your work will directly help raise critical funds that improve patient care and services across the Eastern Fraser Valley.

This position supports the Operations Manager in managing daily tasks, assisting with fundraising campaigns and events, maintaining records, and helping the team deliver outstanding donor and community engagement. We are a small, passionate team that values collaboration, adaptability, and a positive attitude. This role is ideal for a highly organized, detail-oriented individual who thrives in a collaborative nonprofit environment and is committed to supporting health care in the Eastern Fraser Valley.

This is a dynamic position with exposure to fundraising campaigns, event support, donor relations, and project coordination. It's a great fit for someone who enjoys variety in their workday and contributing to both behind-the-scenes operations and community-facing initiatives.

Core Responsibilities

- Provide administrative support to the Operations Manager and broader FVHCF team
- Maintain donor records, databases, and contact lists with accuracy
- Support the Executive Director in preparing for board meetings, recording minutes, and maintaining records
- Assist with logistics and coordination for fundraising events and campaigns
- Support internal fundraisers, 50/50 draws, and other activities
- Support donor recognition efforts, including preparation of plaques and stewardship materials
- Manage office supplies, filing systems, and general documentation
- Provide front-line support for staff, partners, and donors as required

Duties and Responsibilities

Donor & Financial Support

- Process donations and bank deposits
- Enter and update donor information in the donor management system
- Maintain accurate donor contact information in the database
- Assist with donation mailings, thank-you cards, and tax receipt issuance

Office Support

- Assist the Operations Manager with daily office operations and administrative tasks
- Provide general assistance for staff and volunteers as required
- Support the Executive Director by preparing materials, recording, and distributing board meeting minutes
- Schedule and coordinate meetings, including room bookings and preparation
- Interact professionally with donors, vendors, visitors, and staff via phone, email, and in person
- Manage incoming and outgoing communications and deliveries, including phone calls, mail, and visitors
- Respond to internal and external inquiries by providing information or redirecting as appropriate
- Prepare and send invoices as requested
- Perform office duties such as photocopying, filing, and document preparation
- Provide general support to FVHCF staff and assist with special projects as required
- Follow up on action items requested from FVHCF staff
- Manage the distribution of items delivered to the office
- Work collaboratively with team members, volunteers, and leadership to support organizational goals
- Manage and support the snack cart

Operations & Campaign Support

- Assist with daily administrative tasks, filing, and document preparation
- Support bookkeeping and expense tracking as needed
- Assist with logistics and setup for fundraising events and campaigns
- Prepare donor letters, receipts, and stewardship materials

Qualifications & Skills

- Minimum 3 years of experience in an administrative or office assistant role
- Graduation from a recognized administrative or business program
- Proficiency in Microsoft Office Suite (Word, Excel, Teams) at an intermediate level
- Strong organizational and multitasking skills with exceptional attention to detail
- Professional verbal and written communication skills
- Familiarity with database systems (experience with Blackbaud NXT is an asset)
- Ability to work independently while supporting a collaborative team
- Ability to manage multiple tasks efficiently under tight deadlines

Additional Requirements

- Must maintain confidentiality and handle sensitive information with discretion
- Flexibility to support occasional evening or weekend events as required
- Familiarity with nonprofit environments and donor engagement is an asset

Please email a cover letter and resume to info@fvhcf.ca