

## JOB POSTING

<b>Job Posting:</b>	<b>Administrative Assistant</b>
<b>Posting Date:</b>	April 22, 2022
<b>Start Date:</b>	June 6, 2022
<b>Job Status:</b>	1-year Contract
<b>Reporting:</b>	Reports to Director of Development

### **About St. Joseph's Healthcare Foundation:**

At St. Joseph's Healthcare Foundation, we're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton -- an academic health sciences centre that's been committed to exceptional patient care, research and the education and training of healthcare professionals for more than 130 years. A leader in healthcare philanthropy in our region, our Foundation is also part of a select group of Canadian charities accredited by Imagine Canada's Standards Program.

With the increasing pressures upon our healthcare system, the roles of philanthropy, partnerships and investments from our generous community of donors and friends are more important than ever. As a Foundation team, we work closely with grateful patients, individual, corporate and foundation donors, healthcare professionals and research teams at the Hospital, and the wider community to raise funds for vital equipment needs, to help renovate patient care areas at the Hospital, and fund research studies that will inform the future of care. Join us on our inspiring mission to support Hope, Healing and Discovery at St. Joe's.

### **Core Function:**

The Administrative Assistant is a key front-line position providing administrative support services to: the Vice-President, Development; the Director of Development, the Major Gift and Development Team; and the Foundation team overall and is an integral member of the on-site Core Team that maintains a consistent presence at the Foundation office. The Administrative Assistant provides support for various meetings, records management and internal and external communications as required.

### **Specific Responsibilities:**

- Serve as first point of contact for Foundation Office visitors, providing superb customer service in managing the day-to-day flow of walk-in, phone and email inquiries, and referring to appropriate Foundation team members
- Provide administrative support including mailings, scheduling meetings, the preparation of background material for meetings, and assistance with follow-up
- Maintain and coordinate activities for the Development Team including scheduling team meetings, vacation schedules, office schedules, and support for special events
- Support the Major Gift and Development team's tracking and reporting of donor activity in Raiser's Edge, and pulling weekly giving and contact reports
- Manage Foundation job postings by advertising on selected sites, fielding applications, forwarding redacted versions to hiring managers, and scheduling interviews with short-listed candidates
- Facilitate "gifts of gratitude" by liaising with appropriate Hospital and Foundation contacts and confirming arrangements with donors
- Assist with the administration of the Foundation Education Grants program for Hospital staff
- Coordinate all deliveries including mail and supplies, ensuring they reach appropriate staff lead
- Fulfill orders for stationery, cleaning supplies, coffee & water stations, as well as requests for building maintenance, and office machinery repairs

- Work collaboratively with other members of Core Team, including Executive Assistant for the President & CEO, and Donor Services to ensure coordination and continuity of activities on-site
- Other duties; as assigned

**Skills and Experience Required**

- Previous work experience, including three or more years of administrative experience and a college diploma in Office Administration, or related field of study.
- Proven administrative experience and a pleasant telephone manner with a welcoming personality.
- Ability to maintain strong familiarity with all Foundation activities, plans and events.
- Ability to handle sensitive and confidential information with discretion.
- Extraordinary attention to detail and accuracy, ability to manage multiple tasks and priorities
- Ability to anticipate requests and see tasks through to completion.
- Advanced knowledge of MS Office – MS Word, MS Excel, MS PowerPoint.
- Knowledge of Raiser’s Edge and work experience in the non-profit sector are assets

**Salary and Benefits:** The target hiring salary range for this position is \$36,000 - \$42,500

**Deadline for Applications:** May 13, 2022

**Application Procedure:**

Please e-mail resume and cover letter with the subject line **Administrative Assistant** to [hr@stjoesfoundation.ca](mailto:hr@stjoesfoundation.ca).

**Our Commitment to Equity, Diversity and Inclusion:** St. Joseph’s Healthcare Foundation is an equal opportunity employer committed to equity, diversity and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Thank you for your interest in working with St. Joseph’s Healthcare Foundation; only those selected for an interview will be contacted.