

# NORTHWEST HEALTH FOUNDATION

## Administrative Assistant

### JOB DESCRIPTION

Revised November 8, 2012

#### A. HOURS OF EMPLOYMENT:

Base Hours: 20 hrs per week:

Flexible: To be arranged with Board

Additional Hours: Additional hours may be required for meeting preparation, minutes, assisting on fundraising projects.etc. Additional time would be mutually agreed by Board and Employee.

#### B. COMPENSATION:

Pay range of \$16 to \$18 per hour, depending on qualifications and experience.

The *Administrative Assistant* will be an employee of the Northwest Health Foundation and will be subject to the normal deductions for CPP, EI and WCB. There is no health, dental or other benefits offered for this position.

#### C. POSITION SUMMARY

The *Administrative Assistant* is a part-time position responsible for assisting the Northwest Health Foundation with day to day activities of the Foundation. The *Administrative Assistant* is the front line of the Health Foundation's contact with the communities and the front line AHS staff in the region. It is imperative that this person put forth a positive image and be able to direct the correspondence appropriately to facilitate timely responses. This position is responsible for donor quality control and includes such functions as acknowledgments, preparing correspondence, tracking donated funds, data-entry, obtaining licensing maintaining ongoing fundraising initiatives and assisting with specific fundraising projects, initiatives and events. Donor relations are an incredibly important role for the Health Foundation. The *Administrative Assistant* is the key position to ensuring that our donors are comfortable with the Health Foundation as a giving destination and that we are exceeding their expectations.

#### D. KEY RESPONSIBILITIES

##### 1. Public Relations/Donor Relations

- Responds to requests from the public for information/offers to donate.
- Assists with development of promotional materials such as brochures, presentations.
- Coordinates photos with Donors and Trustees for donations as required,.

- Coordinate the completion of the Donor Recognition features in response to a Donation
- Prepares information for release to media (with Trustee approval).
- Coordinate the Annual General Thank You advertisement in local media.
- Distributes newsletter to strategic points in area.
- Works with local media to increase Foundation profile.
- Establishes and maintains a historical record of Foundation activities and media coverage.
- Coordinates Annual Donor Recognition Event.
- Ensures all donor receipts and thank you letters are prepared and sent within 48 hours of receipt
- Maintains a positive working relationship with Administration and staff of the Alberta Health Services programs in the Northwest region..

**2. Project Assistance**

- Maintains database of all donors and assists with coordination of research and proposals, issue donation receipts, arrange fundraising draws and ensuring proper licensing for fundraising events
- Assists with preparation/coordination of information for bi-annual newsletter (spring/fall).
- Reviews and updates donor lists with assistance of Foundation Trustees.
- Maintains a record of work completed for each project.

**3. Clerical**

- Maintains file system for the Foundation.
- Orders stationery and office supplies as needed.
- Prepares and distributes agendas; records, types and distributes minutes of Foundation meetings.
- Responsible for reception and correspondence duties, phone messages, provides accurate information regarding Northwest Health Foundation.
- Mail processing

**4. Special Events**

- Assists as directed by the Trustees with developing and presenting special events.

**5. General**

- Coordinates Logistics for the Annual Strategic Planning exercise, assists Chair in maintaining / achieving goals as established at planning exercise by bring schedule forward at each Foundation meeting

- Attends Foundation meetings, records minutes and provides monthly activity report for submission to Trustees.
- Prepares an annual agenda of Foundation events and strategies to ensure comprehensive completion.
- Perform other related duties as assigned while following all Health Foundation policies, procedures, goals and objectives.

**E. LINE OF AUTHORITY**

- Is responsible to the Foundation through the Chairman or designate.
- Coordinates with Northwest Health Centre Resource Person – Director of Clinical Operations Area 1 or designate.

**F. QUALIFICATIONS**

**1. Formal Education**

- Grade XII Graduate or Canadian Equivalent required.

**2. Knowledge, Skills, Abilities**

- Ability to communicate effectively both orally and in writing.
- Reliable, dependable and organized.
- Fundraising/Event Planning experience an asset
- Ability to safeguard Northwest Health Foundation information as confidential.
- Ability to follow and adhere to policies, procedures, goals and objectives.
- Accurate keyboard skills.
- Working knowledge of software applications (Windows) and related office equipment.
- Ability to deal tactfully with the public and trustees.

**3. Requirements include:**

- Excellent interpersonal skills
- Strong computer experience
- Terrific communication abilities
- Great organization and multi-tasking talents
- Ability to work independently