



Support, every step of the way

EXTERNAL JOB POSTING

Job Title: Administrative Assistant

Job Posting: # 933

Program: Resource Development

Start Date: ASAP

Posting Date: March 20, 2018

Closing Date: March 27, 2018 @4PM

Status: part-time; temporary; non-union

Note: This position is 20 hours per week to cover a maternity leave

This position and the Administrator Facilitator, Children and Family Services (also 20 hours/week) can be filled by the same person or two different successful candidates.

PUPOSE: To provide administrative support to the Resource Development Team.

DUTIES:

1. Maintain agency donor base through Raiser's Edge software program. This will include properly inputting date, correcting data as required, preparing database for appeal and special events mailings and creating reports.
2. Responsible for promptly generating charitable tax receipts and thank you letters for gifts made to Wesley Urban Ministries through the use of the Raiser's Edge software program. Ensure receipts are reviewed by Manager Resource Development and mailed to donor. This includes financial, gift in kind and in memory donations.
3. Process credit card and direct debit donations and reconcile these statements.
4. Help update website, special event materials and provide support at special events.
5. Respond to emails at info@wesley.ca or forwarding to fellow staff.
6. Assist to maintain the file systems (both electronic and hard copy) for Resource Development.
7. Adhere to the policies and procedures of Wesley Urban Ministries.
8. Attend staff meetings and training sessions as required.
9. Other duties as assigned.

Minimum Requirements:

1. Advanced knowledge of Raiser's Edge fund raising software or similar donor base management programs.
2. Advanced word processing and on-line giving software skills.
3. Superior organizational skills and proven ability to maintain various file systems.
4. Proven track record in managing data and donations.
5. Excellent communication and customer service skills.
6. Demonstrated success in preparing written correspondence and communicating with individuals verbally.

7. Self-motivated with strong initiative and ability to work as part of a team.
8. Knowledge of non-profit organization structure, non-profit fund raising and volunteer coordination methods an asset.

Competencies

Communication Competencies

- 1) Excellent interpersonal communication skills, written and spoken
- 2) Fluency in a second language an asset.

Organization, Use of Self

- 1) Strong time management and organizational skills;
- 2) Strong team work skills;
- 3) Demonstrated initiative and problem solving skills, multitasking in a fast paced environment;
- 4) Self-directed for continuous improvement and ongoing learning;
- 5) Understand and practice related to setting and maintaining professional boundaries;
- 6) Understand the impact of personal values and beliefs on practice;
- 7) Understand and recognize situations involving conflict of interest;
- 8) Demonstrate an understanding of confidentiality, privacy protection and informed consent;
- 9) Act with integrity;
- 10) Recognize personal limitations;
- 11) Demonstrate knowledge of codes of ethics;

Cross Cultural Competencies

- 1) Demonstrated understanding of anti-racist, anti-oppression frameworks, policies and practices, with training in these issues;
- 2) Proven skills in working productively with people from diverse backgrounds;
- 3) The ability to effectively work in a multicultural workplace environment;

Technology

- 1) Advanced computer skills with demonstrated knowledge and use of Windows MS Office, keyboard skills, email, and internet;
- 2) Open to using innovative technologies to advance program outcomes;
- 3) Knowledge or experience delivering training and networking services in a web based environment an asset;

Community Development competencies

- 1) Demonstrated knowledge and practice for client centered, strength based, neighbourhood based, and capacity building program development/delivery;
- 2) Broad knowledge of local community resources.

Interested candidates should send resumes to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at hr@wesley.ca.