



Administrative Assistant

Job Title:	Administrative Assistant (Full Time)
Hours of Work:	Monday – Friday 8:30 am – 4:30 pm (flexible hours available)
Salary Range:	\$40,000 to \$48,000
Benefits:	Health & Dental Benefits, Long-Term Disability, RRSP Matching Program

We're looking for an enthusiastic Administrative Assistant to join our Foundation Team. The mission of the Chatham-Kent Hospice Foundation is to raise funds and awareness for Chatham-Kent Hospice to help families live the important experiences of end of life. Hospice provides a home-like atmosphere for residents and their families as they journey through death and loss. To learn more, visit: <https://www.chathamkenthospice.com>

Administrative Assistant

Versatile, creative and committed to excellence, the Administrative Assistant is responsible for the efficient operations of all administrative duties, systems and processes to support the Chatham-Kent Hospice Foundation. This role reports directly to the Executive Director and works closely with other members of the Foundation Team as well as interacting with our volunteers, donors and the public.

Essential Duties and Responsibilities:

Administration (70%)

- Manage communications for Board and Committee meetings including agendas, minutes, scheduling, other communications
- Provide administrative support to the Executive Director
- Prepare and maintain the CK Hospice Foundation policy and procedures
- Manage administrative systems and process including digital filing systems
- Manage relationships with service partners and Hospice colleagues
- Stewards and maintains relationships with donors and volunteers
- Monitor and maintain inventory for office, boardroom and kitchen
- Performs other related duties as required.

Donor Relations Support: (30%)

- Assist in the planning, coordination and implementation of Foundation communications including newsletters, mail merges and mailings, invitation distribution, and donor acknowledgement
- Provide planning and coordination support to special event and other Foundation projects
- Communicate effectively with donors, volunteers and staff and maintain discretion on behalf of the Chatham-Kent Hospice Foundation
- Provide donation management support as required



Administrative Assistant

Skill, Ability & Experience:

- Ability to set priorities, plan, organize, file, execute duties, and meet deadlines, under minimum supervision.
- Ability to maintain discretion and strict observance of confidentiality
- Proficiency using Microsoft office suite, and other relevant software.
- Ability to communicate effectively (written & verbal) with staff, volunteers, donors and public
- Team-focused with ability to adapt and support organizational change, solve problems creatively, and adjust approach as necessary
- An extremely well organized and self-directed individual with sound technical skills, good judgment, strong operational focus and analytical skills with high attention to detail and an ability to prioritize important projects

The Ideal Candidate will have:

- College diploma in office administration, equivalent related subject area or proven experience
- Prior experience supporting leadership and Board of Directors
- Experience in the fund development/ non-profit sector
- Strong communication and interpersonal skills

Requirements: Police Vulnerable Sector Check
Negative 2 step TB test

How To Apply:

Chatham-Kent Hospice Foundation is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please apply by email with a resume and cover letter in PDF or .docx format to Sarah Baute, Human Resources Manager (sbaute@chathamkenthospice.com) by Monday, May 20, 2024.