



**St Francis Valley Healthcare Foundation**  
**Part-time Administrative Assistant**

**POSITION SUMMARY:**

The Administrative Assistant will provide support for a variety of fundraising initiatives including campaigns, events and programs. This position will assist with customer service, bookkeeping preparation, donor data base processing and provide administrative assistance to ensure the efficient operations of the Foundation office.

**DUTIES:**

**Administration**

General reception duties

Accept donations (phone, in-person, online) and organize accordingly

Copying, emailing, filing, scanning

Arrangement of office requirements (maintenance and dietary orders),

Record minutes as needed

Prepare, edit and proofread correspondence, reports and presentations in a timely & accurate manner

Monitor and order office supplies and other (as per budget)

Manages incoming and outgoing mail

**Systems Management & Financial**

Data entry to generate receipts

Prepare bank deposits

Ensure invoice payment

Print, copy and organize financial documents on a monthly basis

Manage and develop database reports as requested

**Events**

Support event logistics (administration, promotion, organization) and attend as needed

**Communications:**

Assist with the development, scheduling, posting and updating of social media, website and display monitor content

**Foundation business/other**

Conduct in town errands (access to own vehicle)

Performs other projects/duties as assigned

**Qualifications**

- Post-Secondary Education in related discipline ( business, administration, communications)
- Previous administrative background

- Bookkeeping experience an asset
- Possess excellent communication (written & oral) and customer service skills
- Excellent computer skills: MS Office and experience working with databases, mass email and mail merges
- Proficient working with a variety social media platforms and performing website updates; graphic design knowledge and creative skills are an asset
- Demonstrated time management, organization and attention to detail skills.
- Positive attitude; ability to take responsibility; be accountable; deal with change in the workplace
- Highly motivated and enjoy working in a fast-paced environment on various tasks simultaneously
- Familiarity with project management / event planning is an asset
- Valid driver's license and access to a vehicle

### **Working Conditions**

- Regular work day schedule of 7.5 hours (office hours are 8 am to 4 pm) with some evening and weekend work to accommodate fundraising events/activities
- Responds to enquiries from the general public (in person, on phone and email)
- Works with a high degree of integrity and ethical standards when dealing with confidential issues and data
- Sitting or standing for extended periods and involves significant use of office equipment and computers
- Ability to lift and carry items up to 20 lbs.

The Foundation offers meaningful employment to help make an impact for local healthcare in our community and the opportunity to have a rewarding career experience where your contribution will make a difference in the lives of others every day by ensuring that staff has the equipment they require to care for us all.

Please email your resume with a cover letter by **July 15th, 2022 at 4:00 p.m.** to the following:

Email address: [erin@sfvhfoundation.com](mailto:erin@sfvhfoundation.com)  
[www.sfvhfoundation.com](http://www.sfvhfoundation.com)

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