

## POSITION DESCRIPTION

<b>Title:</b>	Administrative Assistant
<b>Reports to:</b>	Executive Director
<b>Direct staff reports:</b>	N/A
<b>Hours:</b>	32 hours per week Monday to Friday Some evening and weekend work required to attend meetings and events

The Cancer Assistance Program (CAP) is a community-based not-for-profit organization that provides FREE services for individuals affected by cancer, living in the greater region of Hamilton and surrounding communities. The services offered by CAP are practical and tangible in nature. They have a focus on creating access and removing barriers, promoting personal safety, reducing, or eliminating financial burden and offering individuals with cancer the opportunity to live more comfortably, with dignity and improved emotional health.

### **SUMMARY OF POSITION**

#### **GENERAL RESPONSIBILITIES:**

The Administrative Assistant is responsible for managing the day-to-day operations of CAP's administrative office, including administrative support for the Executive Director, Manager of Finance, and Board of Directors. The successful candidate will be detail oriented, have exceptional organizational talents and database management skills that are matched by an ability to communicate respectfully and professionally with donors and volunteers.

#### **1. Data Management**

- Management of donor database, inputting correct and accurate data entry of all donor gifts, pledges, and donor information
- Produce all tax receipts, thank you and acknowledgement letters
- Prepare daily deposit financial reports
- Process all credit card payments
- Download and process all online donations and donations from online charitable platforms
- Prepare timely and regular donor and fundraising status reports
- Maintain filing system of all donation documents, thank you letters, financial reports to assist in annual audit
- Prepares donor data for fundraising campaigns

#### **2. Executive Director & Manager of Finance**

- Support the Executive Director with day-to-day administrative activities, business correspondence and the coordination of special projects as delegated
- Supports the Manager of Finance with administrative activities including preparing bank deposits, coding of invoices for payment, reconciling credit card bills, tracking electronic

fund transfers, and providing reports needed for financial reconciliation

- Update event tracking files, assisting with follow-up and payments as needed
- Provide administrative support at all Fundraising events
- Maintain filing system
- Provide a high level of customer service to donors, volunteers, and board members
- Is the first point of contact for walk in donors
- Answer phone calls and respond to donor inquiries and donations
- Assist with human resources data entry, maintain vacation schedules and confidential employee files

### **3. Office Management**

- Manage and ensure office cost efficiencies
- Liaise with suppliers, managing purchases and bill payments
- Maintain all business contracts, office equipment and purchasing of all building, office, and stationery supplies
- Open and distribute mail to all staff
- Manage all aspects of internal Health & Safety Committee
- Manage all building maintenance & repairs, phone and I.T. system issues

### **4. Board of Directors**

- Provide administrative support for Board of Directors and Board committee meetings, both in-person and via Zoom
- Schedule meetings, draft agendas, collect and distribute meeting materials
- Attend all meetings, recording and distribution of meeting minutes
- Maintain Board of Directors Policy Manual and up to date Board Portal website
- Update detailed board member contact lists and term tracking
- Maintain confidential board member files, collect biographies and headshots
- Assist with documentation and preparation of Annual Report and Annual Meeting

### **QUALIFICATIONS:**

- Proven work experience as an Administrative Assistant, Office Manager, or similar role
- Experience with nonprofit database software (eTapestry / Raiser's Edge)
- Proficient in Microsoft Office (particularly MS Word and MS Excel)
- Excellent time management skills, attention to detail and ability to prioritize tasks
- Excellent interpersonal, leadership and communication skills
- Understanding of budgets and accounting procedures an asset
- Flexibility to work evenings/weekends for meetings and events as required
- Valid driver's license and \$2,000,000 Third Party Liability Insurance
- Presentation of a clear vulnerable police clearance check
- Proof of Covid-19 vaccinations

To apply, please submit resume to [humanresources@cancerassist.ca](mailto:humanresources@cancerassist.ca) by **Friday August 12, 2022**. Thank you to all those who have expressed interest but only those individuals chosen to move to the next stage will be contacted personally