



Administrative Assistant/Front Desk Reception Full-time Summer Student Position

May 2021

POSITION SUMMARY:

The Administrative Assistant/Front Desk Receptionist serves as the first point of contact for visitors to the Foundation office both in person and over the phone and provides administrative support. This is a great entry level position for someone interested in gaining office and project experience in a non-profit health care environment.

RESPONSIBILITIES:

Reception

- Greets visitors to the Foundation office both in person and over the phone, assists with their enquiries, accepts donations, and directs calls as required.
- Assists with 50/50 ticket sales.
- Keeps the reception area clean and tidy.

Administration & Database Support

- Answers the main phone line.
- Manages incoming & outgoing mail, distributes and organizes couriers
- Monitors the Kitchen/Lounge area and ensure it is kept clean and tidy including loading and unloading of the dishwasher.
- Helps with database clean up to ensure data integrity and accuracy.
- Checks, corrects and updates donor's info in database (addressees, salutations, mailing addresses, email opt-ins, opt-out, do not mail and other communication preferences of donors, etc.)
- Conducts digital research to support a new QR Code initiative for our *Healing Power of Art* Program.
- Works on miscellaneous communications materials.
- Provides administrative support to the team with other duties as required.

KEY QUALIFICATIONS AND SKILLS:

- Exceptional verbal communication skills; fluency in English.
- Demonstrates proficiency in MS Office (Word, Excel, Access)
- Microsoft Excel experience in manipulating data
- Raiser's Edge experience an asset
- Strong organizational skills and ability to prioritize tasks; detail oriented
- Strong keyboarding and data entry skills
- Demonstrates accuracy and is detail-oriented
- Works well as a team player and maintains a positive attitude
- Ability to work with confidential information

SUPERVISION RECEIVED: Reports to the Vice President

WORK HOURS Monday – Friday 8:30 AM – 4:30 PM; July 5 – September 3, 2021

HOW TO APPLY: Please forward resume to Delia Jamieson: delia.jamieson@vch.ca

DEADLINE: Wednesday, June 15, 2021