



We are hiring an Administrative Assistant

About the Children's Hospital Foundation of Manitoba

The mission of the Children's Hospital Foundation of Manitoba is to improve the health of children everywhere, by inspiring our community to support excellence in child health care and child health research. Help make sure sick kids get the care they need in places of comfort and healing, like an expanded emergency department, surgical equipment, and state-of-the-art clinics. To learn more about the Children's Hospital Foundation of Manitoba and our commitment to children's healthcare needs – visit goodbear.ca

The Opportunity:

We are currently looking for an Administrative Assistant. This is a full-time position and works on-site 35 hours per week.

Key Responsibilities:

- o Greet, screen, and assist visitors as needed.
- o Respond to telephone, email, and in-person inquiries & relay messages to all staff.
- o First contact to provide information to website inquiries, donors, public, schools, community groups
- o Pick up, open, sort & distribute mail, process outgoing mail. Coordinate incoming and outgoing courier packages and distribute as needed.
- o Process credit card donations and follow up on declines, proving donor packages
- o Prepare donation forms and code donations for Data team. Assist in data entry, report generation, filing, photocopying, collating. Assist in updating invalid addresses for prospect mailings when necessary.
- o Order office supplies, assist with operation of office equipment, when necessary, organize and maintain general office areas. May assist with inventory tracking and control.
- o Provide administrative support to Executive and Senior Management Team as required.
- o Assist with Foundation special events when required.
- o Provide administrative support to Foundation volunteers e.g., Children's Hospital Guild
- o Coordinate, pick up and distribute parking passes.
- o Schedule meetings and prepare minutes for Data, Finance and Admin team
- o CHRIM and CHFM room bookings
- o Investment and Finance Meeting coordination
- o Insurance Renewals
- o Arrange catering for meetings, order flowers, tickets, tables, assist with a variety of staff recognitions
- o Performs other related duties as assigned or as required.
- o Maintain positive working relationships with staff and volunteers of the Foundation.

Qualifications:

- o High school diploma plus related administrative course with 1-2 years related experience.
- o Must have strong customer service skills & ability to multitask.
- o Diligence is required in all areas of work.
- o Excellent computer skills, especially in MS Office applications – Excel, Word, Teams
- o Demonstrated ability to communicate effectively with all levels of staff and the public.
- o Demonstrated positive, well –developed people skills.
- o Ability to work independently and as part of a team
- o Demonstrated ability to follow through and complete overlapping projects
- o Ability to adjust to changing priorities.
- o Experience in Raiser's Edge would be an asset.
- o Must be able to maintain confidentiality and manage sensitive information appropriately.
- o A passion to work in a fast-paced environment and an appreciation for the mission and purpose of the Children's Hospital Foundation of Manitoba.
- o Some evening and weekend work may be necessary to assist with Foundation events.

Salary

The Children's Hospital Foundation of Manitoba offers a competitive salary and benefits package.

For Further Information or to Apply

If you are committed to delivering quality service, apply to Posting #20244

Please include three business references with your resume. Email your cover letter and resume to amunch@goodbear.ca

We will accept applications until 4:30 am Friday, August 2, 2024

Thank you to all candidates interested in working with the Children's Hospital Foundation of Manitoba. We will contact candidates selected for interviews.