

ADMINISTRATIVE ASSISTANT

Location: Thunder Bay	Status: 6 month contract (potential for renewal)
Reports to: Board of Trustees	Hours: 30 per week, occasional evenings
	Salary/Wages: Commensurate with experience
	Effective Date: Immediately
Posting Date: Wednesday, January 11, 2012	Closing Date: Friday, January 20, 2012, 4pm.

DUTIES AND RESPONSIBILITIES:

The Administrative Assistant provides administrative and secretarial assistance to the Board of Trustees. Duties include, but are not limited to the following:

- Taking accurate and complete minutes of Foundation and committee meetings;
- Preparing agendas, reports, other materials and correspondence as required by the Board;
- Maintaining donor database software;
- Scheduling meetings and events;
- Planning community events;
- Providing logistical support for projects and special events;
- Tracking invitation responses and follow-up;
- Drafting content for Annual Report;
- Generating Charitable Tax Receipts in accordance with CRA rules;
- Drafting proposals and other agreements;

- Maintaining security and integrity of Foundation files and records;
- Answering and monitoring telephone and email inquiries;
- Providing general information to the public;
- Preparing invoices and bank deposits and other basic bookkeeping duties;
- Monitor and maintain website content;
- General administrative duties including photocopying, collating, mailing, distributing materials.

QUALIFICATIONS:

The successful candidate will possess the following:

- A three year post-secondary diploma in Business Administration, or an equivalent combination of education and experience;
- Three years of experience in an administrative assistant role;
- Excellent interpersonal, communication and problem-solving skills;
- Experience in database management;
- Proven customer service skills;
- Experience in website management and other social media skills;

- Excellent grammatical and written skills;
- Excellent proofreading skills;
- Effective time management skills;
- Excellent records management skills;
- Excellent organizational skills with an eye for detail;
- Ability to function under multiple deadlines;
- Basic bookkeeping skills;
- Proficiency in the Microsoft Office software (Word, Excel, Outlook, Publisher, etc.) and Adobe Acrobat;
- Excellent computer skills.

Please submit a cover letter, together with a current resume by the closing date to:

Thunder Bay Community Foundation
4 S. Court Street, Suite 17D
Thunder Bay, ON P7B 4W3

Attention: Governance and HR Committee

Resumes will also be accepted via email at tbcf@tbaytel.net.