

SUMMARY:

Under the general direction of the Manager – Scholarship & Bursaries / District Fundraising, provides administrative support to the Manager and the Board of Directors of the Foundation.

DUTIES:

1. Provides assistance to the Manager in planning and management of activities and projects within the Foundation Office.
 2. Maintains strong relationships with community donors, corporate supporters, and Foundation Board-of Directors, and School District 68 Trustees.
 3. Responsible for the preparation and disbursement of multiple tax receipts and bank deposits for incoming funds for the Foundation.
 4. Provide secretarial services by processing and preparing correspondence, drafting routine responses and utilizing word processing, spreadsheet and data base software to prepare reports and documentation, including those of a confidential nature.
 5. Provide reception and information services regarding Foundation programs, procedures and practices by general public relations and responding to routine inquiries.
 6. Records and transcribes minutes for meetings and other sub-committees as required. Schedules meetings and prepares agendas and action sheets on behalf of the Manager.
 7. Assists with the organization of fund-raising activities.
 8. Responsible for the preparation and distribution of T4A forms for student receipts.
 9. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS:

- High school graduation or the equivalent
- Completion of the Applied Business Technology Certificate for Administrative Assistants or Accounting Assistants, and a minimum of three years experience or an equivalent combination of training and experience
- Demonstrated ability to work in a non-profit Foundation office environment.
- Demonstrated ability to work with all Microsoft Office products in a Windows environment.
- Minimum keyboarding speed of 60 cwpm.
- Excellent organizational, interpersonal and communication skills.
- Ability to record minutes and report proceedings of meetings.
- Demonstrated ability to compose correspondence of a non-routine nature and correspondence utilizing excellent grammar, spelling and punctuation skills.
- Ability to manage multiple projects, set priorities, perform duties with speed and accuracy and work effectively under pressure and tight deadlines.
- Ability to work with minimal supervision.
- Ability to maintain the confidentiality of sensitive information seen or heard.