

We're Hiring!



ADMINISTRATIVE ASSISTANT

Posting Requisition	22201	Program	Administrative Services
Job Type	Regular, Full-time	Location	Surrey, BC
Hours of work	35 hours per week	Closing Date	Open until filled

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

As a part of the leadership team for Options Community Services Society, the Administrative Assistant will support the Senior Leadership team, the Executive Assistant and the CEO by coordinating administrative functions and providing a broad range of administrative and general office support. In addition, this position will ensure that administrative duties are carried out in an efficient, effective and timely manner.

This position also supports the Development team with departmental projects and initiatives such as online giving campaigns, report writing, donor cultivation, meeting and event management, housing project-administration and other opportunities for donor engagement.

ACCOUNTABILITIES

- This position supports the Senior Leadership Team and Executive Assistant with meetings, events and special projects including:
 - Prepare meeting agendas, book meeting rooms, coordinate meeting materials and supplies.
 - Organize meeting rooms and arrange refreshments.
 - Ensure the CEO receives all documentation, agendas and reports in advance for review in preparation for meetings and events.
 - Liaises with the Executive Assistant as necessary to ensure smooth running of the department.
- Schedules and coordinates Leadership Team events (i.e., training and development sessions, etc.), manages RSVPs, assembles and distributes resources and files records.
- Coordinates all aspects of assigned community/partner meetings by maintaining participant contact records, scheduling meetings, preparing agendas, distributing packages, maintaining appropriate documentation and ensuring follow-up are brought forward.
- Draft donor correspondence, including solicitation and acknowledgment letters, as needed and manage the timely acknowledgement of all contributions.
- Compile letters, informational packets, and related materials in response to donor inquiries.
- Conduct Prospect Research and recommend effective engagement strategies.
- Coordinate appeal mailings, marketing materials and donor stewardship communications.
- Maintain the Raiser's Edge database with donor records on a timely basis, to increase fundraising capacity and ensure data integrity.
- Prepare and coordinate marketing materials for distribution (i.e., copying, filing, media kits, mailing, and emailing).
- Performs other duties, as needed.

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QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's degree in business administration or a related field and a minimum of one (1) year recent related* experience. A combination of education and experience may be considered.

Recent related experience must have occurred in the last 5 years and must include:

- Experience with Raiser's Edge or equivalent fundraising databases (i.e., Salesforce).
- Experience with marketing, graphic design and general (product) publishing.
- Proficiency in MS Office including Word, PowerPoint, Publisher, Excel, Outlook and Access.
- Experience with website maintenance using tools such as WordPress or Drupal.
- Valid Driver's license and access to a reliable vehicle is required.
- Experience working in a non-profit environment is preferred.

Skills and Abilities:

- Exceptionally well organized, dependable, and able to set priorities to meet deadlines efficiently and accurately.
- Must be able to multi-task, take direction and work independently.
- Demonstrated discretion with handling and maintaining confidentiality and sensitive information.
- Knowledge of fund development and donor management.
- Strong organization and time management skills.
- Exceptional attention to detail.
- Excellent written and verbal communication skills.
- Strong editing and proofreading skills.
- Desire to learn about all aspects of non-profit fundraising and marketing.
- Ability to multi-task and problem-solve effectively.
- Good time and general management skills.
- Demonstrated flexibility and the ability to adapt to a changing environment.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Ravneet Gill, Human Resources Advisor

Options Community Services Society

Email: recruitment@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22201 and outlining your qualifications and related experience for the position]