

Administrative Assistant - Development & Communications (12 to 18 month contract)

Are you an enthusiastic individual with a passion for raising awareness? Seeking a role within an innovative team committed to making a positive difference in the lives of people within the community? Jewish Family & Child is a multi-service, client-centered, family service agency and a Children's Aid Society supporting the healthy development of individuals, children, and families. We are seeking an **Administrative Assistant – Development and Communications** to provide administrative support to the Development and Communications team as well as backup support to reception and other areas as needed.

RESPONSIBILITIES:

- ❖ Responsible for providing administrative support to the Development and Communications Team.
- ❖ Answer the donation line, as per donation line schedule.
- ❖ Receive and distribute gift-in-kind donations to workers for clients.
- ❖ Coordinate and maintain the Agency's client gift programs such as Drive for Dreidels, Back to School and Backpacks, etc.
- ❖ Maintain Raiser's Edge database by inputting new subscribers, donations, and gifts when received.
- ❖ Connect directly with past donors during campaigns.
- ❖ Attend and assist Agency fundraising events as needed.
- ❖ Prepare and distribute thank you letters and tribute cards.
- ❖ Create and/or update flyer templates for group and workshop mailings.
- ❖ Process online donations and event registrations.
- ❖ Input Canada Helps, United Way, and other donations.
- ❖ Liaise with the Accounting department to ensure that gifts are processed correctly.
- ❖ Administer and manage inbound/outbound mail, including priority post, packages, courier services and other correspondence.
- ❖ Attend and/or coordinate meetings, prepare agendas, and record meeting minutes as assigned.
- ❖ Provide backup reception coverage as assigned.
- ❖ Perform other duties as assigned.

QUALIFICATIONS:

- ❖ Post-Secondary Degree/Diploma in an Office Administration, Social Work, and/or a Social Science related program.
- ❖ 2 years of related experience in social services or working with a community agency.
- ❖ High proficiency in Microsoft Office Package (Word, Excel, Outlook, and PowerPoint).
- ❖ Experience in Raiser's Edge, Adobe In Design, and other marketing or fundraising software is required.
- ❖ Excellent communication and interpersonal skills to liaise with a number of contacts including potentially hostile clients and referring agents
- ❖ Proficiency in Hebrew, French, or another language is an asset.

If you are interested in applying for this contract, please visit <https://www.jfandcs.com/career-opportunities> and submit your résumé and cover letter.

JF&CS is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre, and a gym (with subsidized membership).

Jewish Family & Child is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted. To learn more about Jewish Family & Child, please visit: www.jfandcs.com | www.facebook.com/jfandcs

