



JOB POSTING

ABOUT US: The St. Francis Valley Healthcare Foundation is a registered charity that raises funds for essential equipment and services at its three healthcare partners including St. Francis Memorial Hospital, Valley Manor Nursing Home and Madawaska Valley Hospice Palliative Care.

POSITION: Administrative Assistant
LOCATION: Barry's Bay, ON
JOB TYPE: Full-time (Attractive benefits package including pension)

POSITION SUMMARY:

We are seeking a highly organized and detail-oriented Administrative Assistant to support our team across a variety of essential functions including database management, fundraising event & program planning, donor stewardship, bookkeeping, social media support, and general administrative duties. This role is perfect for someone who is proactive, tech-savvy, and passionate about supporting a mission-driven organization.

KEY RESPONSIBILITIES:

General Administrative Duties

- Provide daily office management duties (e.g., scheduling, filing, email correspondence, meeting minutes, mail, monitor and order supplies)
- Act as a first point of contact for staff, partners, donors, volunteers and vendors

Fundraising Events & Programs

- Assist in the planning and coordination of fundraising events and programs
- Prepare event materials and manage logistics
- Coordinate volunteers for Foundation committees and initiatives

Social Media Support

- Draft, schedule, and post content across social media platforms and website

Donor Stewardship

- Attend to donor inquiries in a prompt and courteous manner
- Ensure stewardship activities are prepared, scheduled and completed according to Donor Relations procedures

Database Management

- Maintain and update CRM/database records; ensure accuracy and integrity of data
- Process donations and issue receipts in accordance with the Income Tax Act
- Create queries and reports in database to extract and format data for various applications

- Provide support with mass email/print campaigns (i.e. create email lists and maintain clean, accurate data in Constant Contact)
- Stay abreast of new database capabilities/update and make recommendations to team (must be curious to learn full potential of database)
- Act as the main liaison with technical support to troubleshoot, create custom reports etc.

Bookkeeping & Financial Support

- Ensure invoice tracking and payment
- Prepare bank deposits
- Manage and organize financial documents; send necessary documentation to bookkeeper; communicate with bookkeeper on an ongoing basis
- Assist with tax/audit preparations

Other

Conduct in-town errands (access to own vehicle)

Perform other duties as assigned

Qualifications

- Proven experience in an administrative or office support role
- Strong organizational, time management and attention to detail skills
- Positive and friendly demeanor
- Familiarity with CRM/database systems
- Proficiency in Microsoft Office
- Must possess an aptitude for numeracy; bookkeeping knowledge is a plus
- Experience managing social media accounts; business experience is a plus
- Excellent written and verbal communication skills
- Ability to multitask and prioritize in a fast-paced environment
- High level of discretion with confidential information

Bonus:

- Experience in nonprofit or fundraising settings
- Event planning background

Please submit your resume and a brief cover letter outlining your interest in the role and relevant experience to erin@sfvhfoundation.com by May 7, 2025, at 11:59 pm.