



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Administrative Assistant – Fund Development and Communications Department

Business Services

Job Purpose

To work in a team environment, providing administrative support services to the Fund Development and Communications Department and providing reception relief when needed so that this office and department operates efficiently and effectively to achieve the overall goals and objectives of E4C.

Duties and Responsibilities

Department Support

Works with other members of the Fund Development and Communications team to:

- Support the Communications and Fund Development department through meeting planning, communications support and materials circulation.
- Update and maintain the E4C website
- Provide support with the preparation of E4C literature, newsletters, reports, promotional material and recruitment postings using applicable software.
- Maintain an adequate filing system, both paper and electronic, by keeping documentation filed in a timely and logical manner; purging files on a yearly basis, so appropriate information is easily accessible to staff.
- Track, order and maintain sufficient office supplies.
- Ensure that forms and promotional materials (brochures, posters etc.) are up-to-date and in supply.
- Provide technology support (telephone, photocopier and computer equipment) or obtain proper external support when needed.
- Preparation of funding request documents.
- Provide back-up support to front reception as required, including answering a multi-line phone system.
- Provide proofreading support for E4C publications (newsletter, advertising, etc)
- Other duties may be assigned as needed.

Data Entry and Maintenance

Works with other members of the Fund Development and Communications team to:

- Provide accurate entry of donor information into the @Ease database system.
- Make address changes and appropriate database updates where needed.
- Pull reports and mailing lists where needed.
- Provide receipts and thank yous to Donors in a timely and efficient manner.

Organizational Relationships

- Promote teamwork to meet E4C goals, building positive relationships and supporting individuals equitably and fairly.
- Model and encourage open participation and sharing of success, responsibility and authority to foster team atmosphere.
- Facilitate resolution to conflict using strategies appropriate to addressing conflict in a safe, productive, supportive manner.

Qualifications

- Strong interpersonal skills.
- Good organizational skills.
- Exemplary written and verbal skills.
- Must have an attention for detail.
- Self directed and motivated but clearly able to follow directions and assess priorities.
- Be an active team member, focused on team goals.
- Knowledge of office equipment and computer software programs such as Outlook, MS Office, @EASE, and design software.
- Knowledge of E4C programs.

Working Conditions

Minor work environment challenges – work is primarily conducted within the organizations’ facilities, but the work environment involves some exposure to noisy non office-like conditions. No immediate exposure to injury.

Salary Scale

Starting at \$16.85+/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.