

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PARTNERSHIPS

Position Summary

Under the general supervision of the Director of Partnerships performs a variety of secretarial and administrative duties.

Core Characteristics

- **Optimistic:** Passionate, enthusiastic, imaginative, has good communication skills – is tactful/courteous in explaining and/or exchanging data or information to staff and to the public.
- **Responsibility:** Responsible to Seven Oaks, to students, to community, to others.
- **Secretary as Learner:** Reflective, continuous learner, curious, outside interests, flexible, adaptability.
- **Judgement:** Is able to maintain confidentiality, has an ethical foundation, has the ability to work independently with minimal supervision, demonstrates good judgement in relationship with others, is able to work in a team setting.
- **Technical Expertise:** Is able to multi-task and has a strong understanding of the job.
- **Use of Technology:** Maintains currency with technology skills.

Duties

- Recruit, screen, train and coordinate volunteers for events.
- Attendance at outside fundraising events.
- Answer incoming calls, relay messages, receive visitors, answer callers requests regarding potential funders, committee members, divisional staff, students, new and existing clients.
- Record and transcribe meeting minutes.
- Compose and word process items such as routine correspondence on behalf of the Director of Partnerships.
- Prepare reports as may be required, such as weekly and semi-monthly employee management reports and maintain the absence management system.
- Set up and maintain fundraising database.
- Collect and reconcile fundraising funds.
- Set up and maintain operating budget and accounts.
- Prepare and manage purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, review invoice for correct charges, scan documentation and coordinate invoices.
- Organize and maintain office files.
- Open, sort and direct incoming mail.
- Photocopy, fax and scan.

Education

- Grade XII.
- One (1) year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Volunteer Management Training would be an asset.
- Typing 50 wpm.

Experience

- Two to three years previous experience.
- Understanding of strategic planning in Special Events.
- Experience with event planning strategies, supervision and execution.
- Proficient in Microsoft Office, Word, PowerPoint and Excel.
- Use of office equipment such as computer, multi-line phone, calculator, photocopier, scanner and fax machine.

Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Flexibility to work some evenings and weekends.