



## Job Description for Administrative Assistant

### **Job Summary**

The Administrative Assistant of the Osprey Community Foundation is one of two staff members. As such it is expected that the Administrative Assistant will professionally represent the organization and be committed to the vision and values espoused by the Board and Executive Director.

The Administrative Assistant will support the work of the Executive Director in ensuring the goals and objectives set by the Board are carried out. The primary responsibilities of this position include:

- providing administrative, practical and logistical support to the Executive Director,
- maintaining well-functioning office administrative systems,
- maintaining accurate financial accounts, and
- providing administrative support for our granting and community relations programs.

### ***Reporting to:***

Executive Director

### ***Work week:***

Flexible. To be established in accordance with administrative assistant's needs, ED schedule and the needs of the organization.

***Work hours:*** 40 hours per month (average of 10 hours per week)

### ***Duties:***

- a) Office
  - maintain an efficiently functioning office and perform administrative tasks related to the organization's activities such as processing mail, maintaining donor, financial and granting records in customer relationship management software system (Income Manager), preparing official tax receipts and thank you notes for donors, maintaining files, light office housekeeping etc.
- b) Finance and Bookkeeping
  - perform financial administration related to the accounts of the organization, including recording and depositing donations, bank reconciliations, tracking fund balances, calculating annual fund income and administrative fees, building and performing financial queries and reports within Income Manager, preparing fund holder reports, preparing cheques for payment of approved grants and invoices, recording financial transactions related to operational budget, and payroll.
- c) Granting
  - provide administrative support to Osprey's granting processes, including processing grant applications and maintaining accurate and up-to-date records of grants approved, outstanding commitments, and compliance with reporting requirements.
- d) Community Relations
  - assist with public awareness, marketing activities and other community events as required and as time permits

Remuneration to be negotiated based on qualifications and experience. Applicable taxes and CPP will be deducted. Apart from vacation pay, there are no additional employment benefits associated with this position.

Please send resume and cover letter to Tina Choi, Executive Director:  
[ed@ospreycommunityfoundation.ca](mailto:ed@ospreycommunityfoundation.ca)

**The deadline for applications is Jan 30, 2017**

**Interviews will be held the week of February 6<sup>th</sup>, 2017**

**The anticipated start date is February 20<sup>th</sup>, 2017**

Please note that only those candidates short listed for an interview will be personally contacted. All other applicants will receive a standard email note thanking them for their interest in the position.