



Development/Administrative Assistant

SAINT JOHN, NB - Be part of the largest Wish Granting organization in Canada! Enjoy a job that is personally rewarding, and help children enjoy their most heartfelt wish. Children's Wish Foundation of Canada now has a regular part-time (30 hours/week, 4 days/week) opportunity for a Development/Administrative Assistant in their New Brunswick Chapter Office, located in Saint John, New Brunswick.

Working in collaboration with the Provincial Director, this position contributes to the chapter's overall fundraising goals by providing support to the development team in various activities. In addition, this position provides support in designated administrative duties using initiative, creativity, a high level of professionalism, and sound judgment.

If you are interested in being part of a growing organization that has a profound impact on the communities across the country, the position of Development/Administrative Assistant may be right for you.

Primary Responsibilities:

- Utilize Raiser's Edge for accurate and timely data entry for all fundraising events.
- Collaborate with internal departments to assist with development or coordination at 3rd party events and gather information to support the development of materials.
- Send out fundraising materials to stakeholders as appropriate.
- May provide reception relief within the chapter office as required.
- Support first party events on annual basis (e.g. email blasts, mail outs, follow up phone calls, etc.).
- Maintain the chapter's volunteer program.
- Establishes and maintains a network of external relationships with medical and health professionals, suppliers, referring organizations and community liaisons to assist in the granting of wishes.
- Establishes and maintains relationships within the chapter and across the organization ensuring a teamwork approach as appropriate.
- Establishes and maintains relationships with Wish Families before, during and after the wish process.
- Produce correspondence and documents in Word, Excel and PowerPoint.
- Maintain efficiency of office equipment.
- Recording credit card donations made by phone.
- Processing and shipping office supply orders to all Sub Chapters
- Orders and maintains records for plaques and engraved plates
- Receive, arrange and distribute messages, mail, faxes and courier packages daily
- Prepares Thank You Cards letters, certificates, memorial cards

- Stamps and posts outgoing mail and prepares courier packages
- Maintains courier billing files, distribution lists and mailing of Newsletters
- Sends out information packages to interested parties and to prospective volunteers
- Answers all incoming calls, responds to inquiries, receives visitors and volunteers
- Source suppliers and quotes, make purchases as directed
- Responsible for the accounting, data entry, batching and all related duties for the processing of bank deposits on an ongoing basis.
- Prepares all appropriate documents for bill/invoice payments and submits to Chapter Director for approval and signature
- Provides information to donors on the eligibility of tax receipts.
- Provides the Chapter Director with accurate statistics and reports for monthly board meetings.
- Maintains stock control on monthly EPA (Expense Producing Activities) and reporting to National Office.
- Attends and actively participates in meetings organized not only at the chapter level, but also at the national level when appropriate.
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations, and complies with the Foundation's Health & Safety Policy.
- Other duties as assigned.

Qualifications

- Post-secondary education.
- 2 – 3 years in an administrative role with demonstrated experience in multi-tasking in a fast-paced environment.
- Exposure to fundraising initiatives would be an asset.
- Proficient in Microsoft Office 2010 and internet search engines.
- Reliable form of transportation is required to fulfil responsibilities of this role.

Working Conditions

- Office environment with occasional requirements to work outside of regular office hours.

Physical and Mental Effort

- Works under pressure at peak times of the year with tight deadlines, high volume workload, and with multiple demands, changing and overlapping priorities.
- Emotional situations in dealing with wish recipients and families facing life threatening conditions or illnesses, in palliative care, and end-of-life stages.

If you are excited about this opportunity, submit your resume and cover letter stating salary expectations by **January 11, 2019** via e-mail to hr.recruitment@childrenswish.ca quoting posting details "**Development/Administrative Assistant NB, Posting #AF011**" in your subject line. While we look forward to receiving applications from qualified candidates, only those identified through the pre-screening process will be contacted for an interview. No phone calls, please. Children's Wish Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Children's Wish Foundation of Canada is an Equal Opportunity employer.

About the Children's Wish Foundation of Canada

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 34 years, Children's Wish has worked tirelessly to grant heartfelt wishes to over 25,000 children and their families – that's three wishes each and every day, all year long!

Children's Wish has chapter offices and professional staff in every province, and each wish family is assigned a dedicated Wish Coordinator who is able to personally and carefully structure each heartfelt wish experience to meet the particular needs of the child and their family. Families travel worry-free thanks to exclusive Blue Cross insurance.

Our newly expanded reach, which includes children diagnosed with a serious neurological or genetic conditions, means continued strong wish referral support through our medical community. Wish referrals continue to increase year over year, and we are proud to maintain our 'no waiting list' policy, thanks to our generous donors.

Now more than ever, we are encouraging Canadians to donate and support Children's Wish Foundation of Canada. You can help grant the next single-most heartfelt wish. Visit www.childrenswish.ca for more information and to donate.