



WEIZMANN CANADA

Science for the Benefit of Humanity

DEVELOPMENT ASSISTANT (PART-TIME)

The Weizmann Institute of Science in Rehovot, Israel, is one of the world's top-ranking multidisciplinary research institutions. This year, the Weizmann Institute was ranked 9th in an international ranking of over 800 research institutes. Last summer the Nature Index 2017 Innovation supplement, published by the journal *Nature*, ranked the Weizmann Institute of Science 6th in the international roster of the world's top 200 research institutions. The index is a measure of how effectively basic research translates into commercial applications.

Noted for its wide-ranging exploration of the natural and exact sciences, the Institute is home to over 3000 scientists, students, technicians and supporting staff. Institute research efforts include the search for new ways of fighting disease and hunger, examining leading questions in mathematics and computer science, probing the physics of matter and the universe, creating novel materials and developing new strategies for protecting the environment.

The mission of Weizmann Canada is twofold: to raise awareness and support for the Weizmann Institute of Science in order to maintain its standards of excellence; and, to promote science literacy. Weizmann Canada is a national organization with chapters in Montreal, Toronto, Calgary and Vancouver and offices currently in Montreal, Toronto and Calgary.

POSITION DESCRIPTION:

We are seeking a Part-Time Development Assistant (2 days per week) to join the Calgary office. You will be responsible for enabling the effectiveness and efficiency of the office by providing stellar support for our Regional Director for Western Canada.

You are someone who adapts well to change and can influence people. You are flexible and resourceful when things don't go as planned. You are eager to enable others to do their best work. You are motivated by the bigger picture and are great at seeing the steps needed to constantly improve our effectiveness as a team.

Your role will require resourcefulness, problem solving, positive energy and a commitment to getting the job done well and on time.

RESPONSIBILITIES:

- Act as the first point of contact for all donors and volunteers by phone and email, providing assistance as needed, or forwarding requests to the appropriate team member
- Greet all visitors to the office in a welcoming and friendly manner
- Assist in the processing of donations, event registrations, thank you letters and the general maintenance of the Raiser's Edge database

Supporting the Weizmann Institute of Science

603 – 55 Eglinton Avenue E
Toronto, ON M4P 1G8

235 – 4823 rue Sherbrooke O.
Montreal, QC H3Z 1G7

211 – 5809 Macleod Trail SW
Calgary, AB T2H 0J9

PO Box 38015 King Edward PO
Vancouver, BC V5Z 4L9



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- Provide day-to-day administrative and clerical support by proactively anticipating the needs of others to ensure a positive team and donor experience
- Proactively manage scheduling, meeting logistics, travel arrangements and other administrative duties required to support the team in a timely and cost-effective manner
- Prepare monthly expense reports
- Assist in distributing materials, including any newsletter or invitation mail-outs
- Maintain an awareness of all matters within the office ensuring it is equipped with all necessary office and hospitality supplies
- Provide support for events which may require occasional evening work
- Act as primary liaison with building and services management
- Understand and ensure technology is functioning for team video calls
- Other duties as assigned

QUALIFICATIONS:

- Post-secondary degree or an equivalent combination of formal training and experience
- 2-3 years of related work experience
- Excellent written and verbal communication skills and interpersonal skills
- Proven ability to work independently and take initiative as required
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent computer skills, including Office 365 and Microsoft Office and the ability to learn new software. Knowledge of Raiser's Edge an asset.
- Ability to exercise confidentiality and discretion at all times is essential
- Must be a team player – will roll up your sleeves and do what it takes for the organization to succeed

The candidate will be expected to be available for some evening meetings and events.

TO APPLY:

Weizmann Canada offers a cause that has a world-wide impact on humanity; a great team and a collaborative work environment.

Candidates are asked to please submit both a resume and letter of interest to hr@weizmann.ca by **Friday, January 18, 2019**.

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