

ADMINISTRATIVE AND EVENTS OFFICER

Maternity Leave Coverage – 12 months to 18 months

The Administrative Office – Events Assistant is an important role in the Foundation office that reports to the Director of Development and provides support to the entire team. The Administrative Officer provides administrative support that will ensure the smooth operation of the functions of the Northern Lights Health Foundation development office.

The Administrative Officer is expected to carry out the work of the organization to achieve the overall mission and the strategic plan for the organization as approved by the Board of Directors.

Key Areas of Responsibility may include:

- Administrator of the Foundation office;
 - Assumes the role of point person for visitors to the Foundation office
 - Responds to information requests both internally and externally, representing the Health Foundation and the Director's office in a courteous, respectful and professional manner
 - Liaises with the Alberta Health Services staff providing information, assistance and administrative support as required
 - Orders office supplies, manages care and maintenance of office equipment, and manages e-facilities requests
 - Assists in executing special Health Foundation events and meetings, such as Board meetings, leadership retreats, donor tours, stakeholder events
 - Maintain clear and accurate financial and activity reporting in the donor management system (Donor Perfect) and assign contacts to team members as appropriate; clean the DPO records and develop expertise in DPO reports and administration
 - Facilitate staff with bi-weekly timecard submissions and act as liaison between AHS payroll services and staff for employee time related matters
 - Maintain and contribute to data security, office security, and risk management for reputational and business risks
 - General office duties as required
- Administrator of Donor Engagement programs;
 - Wall of Celebration – ordering, stocking, and processing donation cards, ordering mural pieces and applying to wall and contacting donors with a photo of their baby name; Books by Donation – ensuring book shelf is tidy and funds collected and adding books as required; Coin cans – Determining

- locations for coin cans and refreshing cans when full – other passive fundraising programs as required
 - Administration of donor recognition assets – annual review and update of Health Foundation donor, sponsor, and In Memorial walls; review and upkeep of appreciation plaques for donors; assist with ordering new recognition systems (MIS Suites, Lobby, elevator panels, wall murals); tag donor funded equipment and maintain grant equipment records
- Providing support and leadership for Foundation and Third-party events
 - Administrative duties associated with the Health Foundation’s signature events (Hospital Bed Races, Festival of Trees and Spring Fling) including, but not limited to:
 - event ticket distribution,
 - drafting purchase orders
 - ordering/receiving event supplies and auction items
 - coordination of the online silent auction (including photography of auction items)
 - coordination of the event ticketing platform for Festival of Trees and any other ticketed events
 - provide logistical services to coordinate with suppliers and sponsors (arrange transport of goods, coordinate event schedules)
 - work with external contractors as required
 - assistance and leadership during events
 - coordinating AGLC fundraising including Casino and Raffle applications and ticket sales
 - coordinating AHS insurance and RMWB permits
 - supporting volunteer recruitment, engagement, and supervision
- Supporting the Finance Manager;
 - Manage daily cash receipts in accordance with the Health Foundation’s policies and procedures
 - Make weekly bank deposits under the direction of the Finance Manager
 - Assistance with annual audit and year-end activities as required

Qualifications and Experience

- A minimum of one year of post-secondary education and training in office/administrative systems, accounting or related experience. Equivalencies of education and experience may be considered.
- Three to five years of experience in administrative roles, ideally in a non-profit setting.
- Demonstrated skill and experience in effectively dealing with clients, diverse community members and partners in a confidential customer service role in a range of media. Self-motivated, excellent interpersonal skills, strong analytical and innovative problem-solving skills
- Experience and success in managing complicated, time-limited projects
- Experience working with databases and data entry (Donor Perfect preferred)

- Ability to work in a Microsoft Office or similar office environment.
- Ability to perform basic analysis of statistical and financial data
- Qualified candidate is required to undergo an extensive criminal record check

Position Type and Location

This is a full-time position working in the Health Foundation office at the NLHC. Position will be required to work offsite for events on evenings and weekends and to be active with the team in community engagement. There are physical requirements at times with this position which include, but are not limited to, the following:

- Ability to lift up to 25lbs
- Ability to climb ladders
- Ability to work long event hours
- Ability to work in extreme weather conditions for events

Status

Fulltime, contract position

Salary

Salary for this position is \$52,800 per year with a Northern Allowance of \$12,480 and is eligible for benefits. This position is eligible for enrollment in the Local Authorities Pension Plan (LAPP).

Special Notes

All employees of the Northern Lights Health Foundation must be compliant to Alberta Health Services (AHS) vaccine policies and be able to show current vaccine records.