

Title: Administrative Assistant  
Closing Date: June 7, 2018  
Hours: Mon – Thurs, 28 hours/week  
Location: Hamilton Office

Charity Description:

Beginnings Family Services (BFS) is a non-profit, faith-based agency providing pregnancy counselling and private adoption services as well as infertility counselling and embryo donation services to clients of all ethnic backgrounds, religious affiliations and walks of life. Our second charity, Beginnings Family Services Care Centres (BFSCC) provides prenatal and parenting support services at three locations across the province.

OUR MISSION: In the conviction that life is a gift from God, Beginnings mission is to provide services related to pregnancy and adoption.

OUR APPROACH: Beginnings approach is child-centred dedicated to building and supporting healthy family relationships. Beginnings offers quality, non-judgmental services to everyone, does not participate in political action, and is committed to the concept of openness.

Job Summary:

Under the general supervision of the Director of Administration, provide reception and administrative support for Beginnings Family Services.

Duties and Responsibilities:

1. Be first point of contact for all agency programs. Greet and direct clients. Ensure calls, emails and messages are logged and transferred to appropriate staff member in timely manner. Respond to all program inquiries via email and telephone. Refer clients urgent inquires immediately to on call staff. Record and pass on any requests for PR/speaking engagements.
2. Maintain the databases, process registration forms, homestudies, documentation, and coordinate staff appointments.
3. Open and maintain client files and organize file management system.
4. Manage staff schedules, prepare correspondence, reports, and documents as required.
5. Provide program support, conference bookings and mailings.

6. Process day to day finances such as credit card payments, donations, tickets and sponsorship payments. In QuickBooks enter deposits, create invoices and prepare receipts.
7. Manage office supplies, branding and promotional materials, maintenance of office equipment and liaison with IT person and vendors as required.
8. Administrative work required for the submission of the Adoption Agency License Renewal to the Ministry, and the CRCNA Accreditation Renewal.
9. Maintain monthly statistics regarding clinical work of the agency caseloads and filing. Collect Care Centre statistics and provide annual final reports.
10. Work professionally and co-operatively with other staff members and organize staff meetings.
11. Book board meetings, send meeting reminders and distribute documents. Maintain office files of board minutes/reports and board lists/Care Centre Advisory committee lists. Maintain staff and foster care lists. Arrange for Annual General Meeting.
12. Open and distribute incoming mail. Outgoing mail and maintain the Postage Meter.
13. Assist with the planning of, and attend, fundraising events as required.

Skill Requirements:

- Self-motivated, flexible and disciplined team player adept at multi-tasking and prioritizing
- Must possess excellent time management and organizational skills with a high level of accuracy and attention to detail
- Knowledge of adoption process is an asset
- Excellent communication skills necessary
- Post-secondary education
- Strong computer skills: Microsoft Office, databases and ability to learn new software
- Website management and social media skills
- Experience with QuickBooks or similar accounting software program

***Please submit resume and cover letter specific to this position.***