
**Administrative Assistant
Guelph Pregnancy Care Centre
Part Time – 16.5 hrs/week
Tues-Thurs: 9:30 a.m. – 3:00 p.m.**

Charity Description:

In the conviction that life is a gift from God, Beginnings provides services related to pregnancy, parenting and adoption. Our Care Centres exist to build strong families in our community. We do so by nurturing compassionate and non-judgemental relationships with individuals and families in need, empowering them through access to FREE vital pregnancy and parenting resources that are practical, educational and supportive.

Job Summary:

To serve under the direction of the Care Centre Director, provide operational and administrative support services for the Director, Program & Client Resource Coordinator, and volunteer staff in an efficient manner, in accordance with agency policies.

Major Duties and Responsibilities:

1. Office Administration

- Provide reception duties in the office, on the phone, by email, and/or mail
- Maintain client files and administrative records according to record keeping practices according to the policies and procedure of Beginnings Family Services
- Perform data entry and manage database files, ensuring data back-up procedures; review and recommend new software and other communication needs
- Prepare and print Thank You letters or cards for donors, using mail-merge when necessary
- Update and maintain resources for use by volunteer counselors, staff and clients
- Assist in preparing for meetings, attend meetings as required and taking down minutes
- Ensure a tidy, safe and efficient office environment, including maintenance of the office supplies and equipment
- Manage office supplies inventory, coordinate with volunteers on Care Cupboard inventory, and create purchasing request as needed
- Process accounts receivables and payables
- Prepare cheque payments
- Enter donations into the donor database
- Perform bank errands
- Provide a monthly report summarizing frontline activities of the Guelph agency

2. Client Services and Program Support

- Assist the Guelph Director, other staff and volunteers in providing client services, particular in serving care cupboard needs
- Advise and consult with staff regarding client needs as required
- Provide client services and perform client intake as needed
- Assist with child care during client group programs if needed

3. Events and Communications Support

- Assist in coordinating and planning for annual fundraising events, including acting as liaison for the Family Adventure Challenge committee
- Assist with mailings for the annual membership/donor appeal
- Assist with newsletter development and organize distribution
- Assist in social media management

4. Other Duties

- Work professionally and collaboratively with other staff member, volunteers, and students
- Attend staff meetings and planning meetings as required and prepare minutes
- Maintain updated working knowledge and skills related to this position, participating in professional development opportunities as applicable
- Perform other duties as the requested by the Care Centre Director

Qualifications:

- Intermediate knowledge of MS Office including Word, Excel and PowerPoint
- Able or willing to learn to create charts including data analysis, and mail-merge skills
- Ability to multitask and prioritize duties
- Strong time management and organizational skills with a high level of accuracy and attention to detail
- Excellent communication skills
- Experience working in the non-profit sector, specifically with marginalized populations would be an asset

***Please submit a resume and cover letter specific to this position to
info@beginnings.ca***

Posting Closes: October 19, 2020

*We thank all applicants for their interest, however only those candidates chose
for interviews will be contacted.*

www.beginnings.ca