



<b>Title:</b>	Centre Administrator
<b>Location:</b>	Woodstock Care Centre
<b>Reporting to:</b>	Care Centre Director
<b>Hours / Wages:</b>	Part Time ; 19.5 hours per week Tuesday – Wednesdays 9:30 AM-4:30 PM    Thursdays 9:30 – 3 PM

## **Job Description**

### **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 Director of Beginnings Woodstock and to ensure that pregnancy counselling is provided by the centre in an efficient, non-judgmental manner, and in accordance with the policies and procedures outlined by Beginnings Family Services. The Centre Administrator's role is to assist the Centre Director by providing organizational and administrative support to the office and providing a primary role in various promotional, fundraising and public relations endeavours. The work of the Centre Administrator, while not primarily front line in terms of direct service to clients, is nonetheless foundational in allowing the work of Beginnings to continue.

### **Major Duties and Responsibilities:**

#### **Administration and Organization**

- General maintenance and overall organization of office environment
- Create office files and documents for variety of purposes – office reports, client files, schedules, spreadsheets, referral letters, promotional correspondence, etc.
- Process donations (monetary and other), maintain donor data base, and regularly solicit for items needed for Centre.
- Maintenance of client files and records, according to stats and record keeping practices established by the Director and Beginnings Head Office.
- Produce bi-annual print newsletter for sponsors/donors in coordination with and supervision of the Director – responsibilities include researching, writing articles, editing final product, coordinating distribution to churches and other organizations.

- Maintain or develop content for website / social media to provide public awareness of organization via the Internet.
- Provide regular report of work activity and service to clients (both verbal and written), with frequency of reporting to be determined by Director.
- Contribute to the organizational development of Beginnings by identifying issues of concern and communicating them to the Centre Director.

### **Fundraising and Promotions**

- Provide administrative support to the Fundraising Coordinator or Director with various fundraising initiatives including (but not limited to) Baby Bottle campaign, Mailing appeals, and Fall Banquet.
- Assist in the creation of marketing materials to promote fundraisers, event planning, coordinate volunteer duties and responsibilities, solicit for sponsors and donations, review feedback and process outcomes for future changes/edits.
- Oversee other fundraiser-specific duties, according to the unique needs and requirements of each particular fundraising initiative.
- Use Adobe Photoshop and/ or other graphic design programs to produce advertising and promotional materials to be consistent with Beginnings' philosophy and messaging to the community.

### **Client Services**

- Provide back-up (when necessary) to front line service staff in working with clients: counselling, advocacy, referral, etc. (in support of Client Support Worker and Program Coordinator).
- Administer pregnancy tests with clients, and assist with maintenance of Care Closet and emergency supplies for clients.
- Liaison with other individuals, organizations, and community service providers in support of and advocacy for clients.

### **Other Duties**

- Participate in ongoing training and professional development opportunities – i.e., through attendance at conferences, workshops, seminars, staff visioning and team building exercises, etc.
- Train and coordinate volunteers and co-op / student placements.
- Involvement with other committees and meetings, where required by the Director.
- Regular attendance at Beginnings staff meetings and Advisory Committee meetings (when involvement is requested).

### **Qualifications:**

- Experience in an administrative or fundraising position, preferably in a charity or non-profit
- Outstanding attention to detail and strong communication skills (written and verbal)
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion
- Proficiency in Microsoft Office programs – Word, Excel, PowerPoint, Outlook
- Knowledge of business office systems, social media and marketing platforms, or virtual conference platforms such as Zoom, GoToMeetings, Microsoft Teams

- Capacity to take responsibility and initiative, set goals and meet targets
- Ability to work collaboratively
- Strong organizational skills and/or project management experience
- Proficiency in Adobe Photoshop or other image / design editing an asset

***Please submit a resume and cover letter specific to this position to  
[info@beginnings.ca](mailto:info@beginnings.ca)***

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

Revised: August 16, 2021