



Giving Hope Today

## EMPLOYMENT OPPORTUNITY

### The Salvation Army

### Ontario Great Lakes Division

<b>Job Title:</b>	Capital Campaign Administrative Assistant	<b>Competition #:</b>	N/A
<b>Department:</b>	Community Engagement – PR	<b>Position Type:</b>	Temporary – 1 year contract
<b>Salary Range:</b>	\$18.00	<b>Date posted:</b>	April 19, 2018
<b>Location:</b>	Thunder Bay CARS	<b>Posting Expires:</b>	April 29, 2018
<b>APPLICATIONS ACCEPTED BY:</b>			
<b>E-mail:</b> <a href="mailto:ong_tbayadmin@can.salvationarmy.org">ong_tbayadmin@can.salvationarmy.org</a> Or <b>Fax:</b> (807) 345-0409  <b>Please no phone calls.</b>		<b>Mail:</b> The Salvation Army Thunder Bay CARS 545 N. Cumberland St Thunder Bay, ON P7A 4S2	
<b>JOB DESCRIPTION</b>			
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Perform general office duties such as answers and screens telephone calls; greets visitors, files documents electronically, manually, photocopies and distributes materials as requested; resolves routine enquiries as needed</li> <li>• Provide administrative support for campaign committee</li> <li>• Schedule and maintain calendar of appointments and meetings and coordinates related arrangements for campaign committee and staff</li> <li>• Schedule and handle all administrative details for campaign related events, draft correspondence, meeting schedules and confirmation; meeting document preparation including agendas, lists and meeting minutes, flyers, displays; prepare regular giving reports in support of donor identification and stewardship</li> <li>• Research prospective leads and prepare prospect profiles and reports for campaign committee</li> <li>• Prepare solicitation materials and packets for donor calls</li> <li>• Responsible for all aspects of database management, data research etc.</li> <li>• Track campaign activity and provide regular accurate and timely reports</li> <li>• Ensure that all prospect and donor files are up to date with notes and log of activities</li> <li>• Complete donor gift receipting for income tax purposes and prepare bank deposits</li> <li>• Assist with stewardship activities such as sending thank you notes, special mailings, etc.</li> <li>• Handle and ensure the protection of confidential and sensitive donor information, data, and records.</li> <li>• Process out-going mail including materials of a confidential nature</li> <li>• Assist with campaign events.</li> <li>• Perform other position related duties as required.</li> </ul>			
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Completion of a minimum of two (2) years of Community College is required, preferably in a relevant discipline.</li> <li>• Minimum of two (2) years of prior related experience in the fundraising and development field and experience in the non-profit sector; experience with bookkeeping and a background in working with a committee on a campaign or fundraiser.</li> <li>• Excellent organizational and time management skills; detail oriented; ability to self-start and multi-task; must thrive on diverse assignments and deadlines</li> <li>• Demonstrate a high level of integrity, good judgment and ability to maintain appropriate confidentiality</li> <li>• Excellent organizational, interpersonal, critical thinking and problem solving skills and creative writing skills are required</li> <li>• Coordinate, track, and monitor all relevant budgets associated with the campaign and reconcile expense reports.</li> <li>• Organize and maintain all filing and retention of both paper and electronic documents.</li> <li>• Exceptional written and verbal communication and interpersonal skills for relationship building and superb telephone etiquette</li> <li>• Exemplary planning and time management skills</li> <li>• Ability to work under stressful circumstances</li> <li>• Ability to multitask and prioritize daily workload</li> <li>• Initiative and ability to anticipate needs and provide solutions/options, particularly when confronted with ambiguity and a high degree of change</li> <li>• Ability to follow directives is self-directed and self-disciplined.</li> <li>• Ability to work independently as well as part of a team with supervision in a multi-faceted environment</li> <li>• Be able to lift/move more than 20 pounds</li> <li>• Advanced working knowledge of Microsoft Office, Word, Outlook, Excel and PowerPoint, and ability and willingness to learn new technologies and tools and Publisher, other computer programs such as Adobe and Lotus Notes</li> </ul>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.



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Qualifications Continued....

- Valid Ontario Class "G" Driver's license, provide an original driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- Willing to obtain immunization for Hepatitis B and vaccination against Tuberculosis
- Provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment
- Screening through The Salvation Army Abuse Registry.
- Support for and an understanding of the mission and purpose of The Salvation Army
- NOTE: Alternative combinations of education and experience may be considered

#### **Conditions of Employment:**

- This is a temporary full time contract position based on 40 hours per week.
- Contract is for 1 year – with possibility of extension
- Schedule will vary according to requirements of responsibilities. Required to work evenings, weekends, or irregular hours as necessary for events or meetings
- Travel is required

Normal location of work is at: 545 North Cumberland Street, Thunder Bay, ON P7A 4S2

Interested applicants must respond in writing with a cover letter and resume

**We thank all applicants, however, only those candidates to be interviewed will be contacted.**

***The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.***

***Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.***