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| <b>Position:</b> Administrative Assistant for the Seniors Unit and Director of Development | <b>Status:</b> 30 hours/week, 8-week contract position |
|  | <b>Posting Number:</b> JFS22 S02                       |

**Position Summary**

The Administrative Assistant is responsible for a wide variety of administrative duties in support of the Seniors Department and the Director of Development. The successful candidate will be responsible for a broad variety of administrative tasks, including data entry, note taking, preparing correspondence, and participating in various projects. The position requires flexibility and adaptability and in particular, attention to details.

The position is an 8-week contract under Canada Summer Jobs and is based at the JFS Ottawa office and remotely.

**Qualifications/experience:**

- High school graduate or post-secondary student up to 30 years of age
- Must meet the participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:
  - Is between 15 and 30 years of age (inclusive) at the start of employment.
  - Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
  - Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- Well versed in using social media platforms
- Strong qualitative and quantitative analytical and research skills
- Experience/capacity to recognize and assess wealth indicators and giving capacity as well as identifying prospects
- Proficiency in locating relevant information in a variety of formats: including social media, websites, donor giving history
- Strong communication skills (verbal and written) that include sensitivity to donor information
- Detail oriented and demonstrated ability to quickly and concisely synthesize information

**Duties and Responsibilities:**

- Data entry into Agency’s donor management/receipting system

- Major donor research: list of donors supplied by Director of Development. To include information pulling/analysis from donor database and from internet sources, report preparation
- Writing thank you notes to select donors
- Data pulls from donor management system for intra-departmental reporting
- Note taking for Fundraising and Communications Committee meetings
- Organizing files electronically and hard copies
- Researching and compiling resources for seniors in the community.

Please send **cover letter and resume** to: [HRAdmin@jfsottawa.com](mailto:HRAdmin@jfsottawa.com) quoting the job number in the **subject line**.

*Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*