



Administrative Assistant

Overview:

The Mel Jr. & Marty Zajac Foundation is a not-for-profit organization, first incorporated in 1987, whose mandate is to support children, seniors and those with special needs through innovative community projects focused on developing life-long skills and independence. Our current major focus is Zajac Ranch for Children, a camp in Mission, BC, for children and young adults with chronic, life-threatening and/or debilitating conditions.

The Mel Jr. & Marty Zajac Foundation is seeking an experienced, hands-on, full-time **Administrative Assistant** to provide high-quality administrative support for its Vancouver office. Reporting to the Executive Assistant/Office Manager, the Administrative Assistant will work as part of The Zajac Foundation team of staff and volunteers with a shared responsibility to ensure the success of the Foundation's mission and goals. The Administrative Assistant will work in conjunction with the Executive Assistant/Office Manager. We are seeking a highly organized and detail-oriented administrative professional to apply self-initiative, positive team attitude and creativity, to contribute to the efficient operation of the office, and to be the first point of contact for the Foundation office.

Responsibilities

Manage all front desk responsibilities while promoting a professional and organized presence:

- Answer main switchboard, respond to and direct all incoming phone calls and take messages when necessary - ensuring courtesy, accuracy and promptness.
- Greet and direct clients and visitors to appropriate areas, answer queries from clients and visitors.
- Forward email inquiries to appropriate staff member and respond to routine email inquiries promptly.
- Pick up / drop off and process incoming and outgoing mail, registered mail and courier items.

Provide general administrative and event support:

- Process all incoming donations; maintain an accurate donor database; ensure all donors receive thank you letters and receipts promptly.
- Maintain office supplies and order as needed and distribute when delivered.
- Project filing/archiving.
- Perform office duties such as: editing/word processing of reports, proposals, and presentations; scanning; copying; producing reports; and other tasks as requested for staff and management team.
- Maintain common areas of the office, including board room, kitchen, staff lunch room.
- Collect, organize and update resource information as required.
- Assist with event coordination
- Assist other staff with projects as required (website maintenance, e-newsletter, etc).

Skills, Knowledge and Qualifications:

- Demonstrated ability to communicate effectively both in person and on the telephone to ensure that clients, visitors and staff are given correct information.

- Professional presence required
- **Minimum 2 years' professional office experience is required.**
- A strong work ethic with a high degree of professionalism and personal integrity.
- Excellent communication and customer service skills required.
- Excellent spoken and written English essential.
- Highly motivated and flexible individual who is able to work independently as well as with a team.
- Excellent problem solving skills and ability to work with little supervision.
- Demonstrated ability to be flexible, well-organized, detail-oriented and a self-starter.
- Strong computer skills including Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), Adobe Acrobat, and strong familiarity with the internet and web based tools.
- Strong data entry background, with excellent speed and accuracy essential.
- Experience with Raisers Edge preferred.
- Experience with WordPress an asset.

Applicants should email their resume with a cover letter to:

Sheila Smith, Executive Assistant / Office Manager
The Mel Jr. & Marty Zajac Foundation
Email: admin@zajac.com