

Reception/Administrative Assistant

Organization: Cowichan District Hospital Foundation

Overview:

As the Reception/Administrative Assistant for the Cowichan District Hospital Foundation, you will play a crucial role in supporting the Foundation's mission to enhance healthcare services and facilities within the community. You will work closely with the Foundation's team, donors, volunteers, and external stakeholders to ensure smooth operations and effective communication. With Cowichan's new hospital under construction, this is a once-in-a-generation opportunity to be part of the Cowichan Valley's biggest project and largest fundraising campaign.

Key Responsibilities:

Administrative Support:

- Provide comprehensive administrative support to the Foundation team, including the Executive Director and other staff members, as directed by the Executive Director.
- Provide exceptional customer service to internal and external stakeholders.
- Manage incoming calls, emails, and correspondence, directing inquiries to the appropriate personnel and ensuring timely responses.
- Maintain accurate and organized electronic and physical filing systems, including donor records, financial documents, and other important records.
- Distribute agendas, minutes, and other materials for meetings, ensuring all relevant parties are informed and prepared.

Donor Relations:

- Assist with donor communications, including acknowledgment letters, updates on Foundation activities, and invitations to events.
- Maintain donor database integrity by accurately recording donations, pledges, and communications.
- Lead data clean up, as needed.
- Track and Assist with updating Donor Recognition Walls.
- Collaborate with the fundraising team to ensure donor recognition and stewardship activities are executed effectively.



Event Support:

- Provide preparation and on-site support during events, ensuring smooth operations and excellent guest experiences.

Financial Administration:

- Assist with basic financial tasks, including processing donations, issuing receipts.

General Support:

- Provide general office support, including photocopying, scanning, faxing, and ordering office supplies.
- Assist with special projects and initiatives as assigned by the Executive Director.
- Uphold the Foundation's values and commitment to excellence in all interactions and activities.

Additional duties may be required.

Qualifications:

- Minimum of 2 years of administrative experience, preferably in a non-profit or healthcare setting.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and database management.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- A positive attitude, willingness to learn, and ability to work collaboratively in a team-oriented environment.
- Commitment to the mission and values of the Cowichan District Hospital Foundation.
- **The successful candidate must have a valid BC drivers license and a vehicle.**

Position Details:

- Permanent Full Time
- Monday to Friday 8:30am-4:30pm, with occasional hours outside of these times for event support
- Salary starting at \$21.00 per hour
- Benefits after 3-month probation:
 - Dental care
 - Extended health care
 - Vision care

**COWICHAN DISTRICT
HOSPITAL FOUNDATION**
1984 - 2024



For more information or to apply, please contact:

Cowichan District Hospital Foundation
250.701.0399
info@cdhfoundation.ca

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