

## Job Title: Full-Time Administrative Assistant

### *Discover your purpose at work!*

If what you really want is more than just a J-O-B – a place where your work has meaning and makes a real impact – Start2Finish is the place for you. Our staff, ambassadors and volunteers say they are inspired by our mission (we call it our “superpower”). You will get to make a difference alongside equally passionate co-workers and leaders who are invested in making the world a more equitable place!

### JOB DETAILS

**Salary:** Competitive Salary to be Discussed

**Hours:** Full-Time (35-40 hrs/week)

**Location:** Hybrid (in-office in Mississauga at least 3 days per week)

**How to Apply:** Email resume and cover letter to **Karen Warankie, Fund Development Associate** at [karen.warankie@start2finishonline.org](mailto:karen.warankie@start2finishonline.org) (NO PHONE CALLS PLEASE)

**Application Deadline:** January 8, 2024

### JOB SUMMARY

**Work with Start2Finish's amazing team of change-makers in a creative and innovative environment. Be part of providing equitable educational opportunities for ALL Canadian children, empowering them with the building blocks for physical, mental, social-emotional and academic well-being and long-term success!**

The Start2Finish Administrative Assistant works full-time and provides support to the Fund Development department, as well as overall support to the organization office and staff. Reporting to the Chief Operating Officer and supporting the Executive Assistant and Fund Development Associate, the Administrative Assistant performs a variety of administrative and clerical tasks and assists in daily office needs, along with donor stewardship processes.

### CORE RESPONSIBILITIES

**Duties include but are not limited to:**

- Writing and responding to emails
- Answering the telephone and making phone calls

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- General filing and office up-keep
- Ordering office supplies
- Booking travel and accommodations
- Financial administration (photocopying donations received, forwarding donations and invoices to bookkeeper, preparing bank deposits, etc.)
- Entering contacts and donations into database/spreadsheets
- Issuing donation acknowledgments
- Creating thank you letters/labels and preparing for mail
- Creating donor reports/lists for donor communications
- Mailings (tax receipts, donor stewardship, Christmas cards, fundraising campaigns, etc.)
- Support in the creation and dissemination of email updates, e-newsletters, marketing materials, social media posts, etc. (using provided templates and software applications)
- Fundraising event support and follow up
- Administrative support with program development, launch and implementation (as needed)

## SKILLS & EXPERIENCE

The ideal candidate will have the following:

- **PREFERENCE WILL BE GIVEN TO APPLICANTS WHO ARE SEEKING A CAREER IN OFFICE ADMINISTRATION**
- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular)
- Knowledge of infographics software (i.e. Canva, Venngage) is an asset
- Team-player; Desire to be a support and to help others and the organization succeed
- Excellent time management skills and the ability to prioritize work
- Attention to detail
- Problem-solving skills
- Ability to develop efficiencies without sacrificing quality
- Excellent written and verbal communication skills, including spelling and grammar
- Professional and creative writing skills are an asset
- Strong organizational skills with the ability to balance multiple tasks
- Flexible mindset; Willingness to learn and grow
- Strong work ethic and passion to make a difference
- Accountability and integrity
- High School diploma required; college diploma and/or additional qualification as an Administrative Assistant or similar would be a plus
- Vehicle and valid driver's license required (for picking up office/event supplies, etc.)