



**Job Title:** Administrative Assistant

The ideal candidate loves office supplies and organizing. Yes, is that you?

Our small team is looking for a dedicated, passionate and reliable individual to join us for two days a week starting in January 2019. This team member will ensure that the administrative nuts and bolts of the organization run smoothly and efficiently. This person will work well individually in a quiet office, as well as with a team in a dynamic and fast paced environment. They will report to the Office Coordinator and support the rest of the team towards the goal of achieving the first abortion law in Canada.

**Strengths:**

- Strong Excel, Word and Outlook experience
- Microsoft 365 and NationBuilder Database knowledge is an asset, but we are willing to train
- Detail orientated and enjoys repetitive tasks
- Strong interpersonal skills and professional phone etiquette
- Enjoys organizing and filing office information
- Light driving required for mail and banking (personal vehicle is required)
- Previous office experience is an asset

**Duties:**

- Process mail and handle the bank deposit
- Process monthly and one-time donations (credit card and cheques)
- Track donations in database and maintain donor files
- Maintain the NationBuilder database by correcting returned mail addresses
- Prepare and mail Thank You letters for donations
- Pay general office bills on a monthly bases
- Light maintenance of the office to maintain a clean and professional appearance
- Answer phone, check messages and pass on information to staff
- Ensure office supplies are stocked and order supplies as needed
- Data entry and filing
- Assist with additional events when necessary

*Training is provided for all tasks*

**Compensation and Term:**

The Administrative Assistant position is a permanent part-time position of 12 hours a week. We will establish a set schedule for this role and will seek the candidate's input on weekday preferences to help draft a schedule that will work for all parties. Our current preference is Monday and Tuesday 9:00 am – 3:30 pm.

The position pays \$18.00 per hour with 2 weeks of holidays per year and 50% of the health plan is covered for part-time employees after a three month probationary period. Overtime is taken as time off in lieu.

**To Apply:**

Please send a cover letter outlining your previous pro-life involvement and your resume to Stephanie at [ed@twp.life](mailto:ed@twp.life)