



Administrative Assistant: Are you a highly organized multitasker who thrives in dynamic environments? Do you have a passion for making a difference and the drive to support impactful fundraising initiatives? If you are ready to roll up your sleeves and play a crucial role in our charity's mission, we want to hear from you.

We are looking for a proactive Administrative Assistant to support our Fundraising and Executive team. You will manage various tasks, from supporting campaign and events to moving supplies around the city, all while keeping our daily operations running smoothly.

If you have experience in the administrative field, are comfortable using MS Outlook and databases, and are willing to work outside regular office hours, we invite you to apply.

Help us create lasting change in our community—your organizational skills and dedication could make all the difference.

Reporting to the Executive Director the Administrative Assistant is responsible for the smooth operation of the Calgary Police Youth Foundation office. The Administrative Assistant will be meticulous and initiative-taking, with a strong commitment to our charitable goals. This role involves managing various administrative tasks, tracking revenue, and facilitating communication within our team all while being very involved with campaigns and events.

Key Responsibilities

- **Revenue Tracking:** Monitor and track online and offline revenue streams, ensuring accurate record-keeping.
- **Tax Receipts:** Issue tax receipts for donations, ensuring compliance with relevant regulations and timely distribution.
- **Supply Management:** Order and maintain inventory of office supplies, including stationery and other necessary campaign and event materials.
- **Document Management:** Upload and create documents to the Board Effect platform and maintain organized digital files for easy access.
- **Meeting Coordination:** Assist in scheduling meetings on behalf of ED and team ensuring that all team members are informed and prepared.
- **Board and Committee Support:** Assist ED in setting up Board meetings including booking meeting rooms, ordering refreshments, and setting up IT.
- **Stewardship:** Assist in stewardship activities including preparing simple thank-you letters, ordering donor gifts and other stewardship activities as required
- **RSVPs** manage communication with attendees for all events requiring RSVPs.
- **Online Orders:** Process and fulfill online shopping orders for Shopify.
- **Campaign & Event Tracking:** Set up and maintain trackers for campaigns and events, ensuring all relevant information is recorded and updated.



- **Project Management:** Manage the team project board to ensure all campaigns and events are included in calendars, facilitating collaboration and communication.
- **Additional Duties:** Perform any other administrative tasks as required to support the team and enhance office operations.

Qualifications

- High school diploma or equivalent; further education or relevant certifications preferred.
- Previous experience in an office or administrative role, preferably in a non-profit or charity setting.
- Proficient and above in Microsoft Office Suite and other relevant software; experience with database platforms is a plus.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent communication skills, both written and verbal.
- A collaborative attitude with a passion for charitable work.
- Demonstrated ability to work in a demanding environment with multi-faceted demands and deadlines.
- Able to multi-task on concurrent critical deadlines
- Initiative-taker, able to problem solve, maintain a positive attitude under pressure, and to collaborate with fellow team members, Calgary Police Service, volunteers, and donors.
- Meticulous with excellent written and verbal communication skills.
- Able to work a flexible schedule including evenings and weekends as required.
- Ability to collaborate well with people and sensitive to the needs of children and families.
- Absolute care to customer service
- Must be able to maintain strict confidentiality.
- A collaborator that takes pride in getting the job done
- Excellent attention to detail along with outstanding organization and planning skills.



- Some travel will be required to attend meetings and/or events.
- Must be willing to work weekends and or evenings as required.
- A valid driver's license and use of personal vehicle for business is required. Some heavy lifting, up to 25 lbs is required with this position.

How To Apply: If you are ready to make a meaningful impact as our Administrative Assistant, we would love to hear from you. Please submit your resume and a cover letter outlining your relevant experience and salary expectations to CPYF@calgarypolice.ca

Application Deadline: All applications must be received by **4 p.m. 25th October 2024**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.