



Job Description

Position: Administrative Assistant, Resource Development

16-week, full-time Canada Summer Jobs contract. Age requirement: 15-30 years old

Reports to: Manager, Resource Development

Language Requirement: Bilingual (English and French)

Location: Ottawa-Outaouais region (Our office is in Ottawa but we are presently in a hybrid work environment, with some days in the office and others working from home)

Hours: Office hours are 8:30am to 4:30pm

Anticipated Start Date: Week of May 13, 2024. Selected candidates that meet the requirements will be interviewed on a rolling basis until the position is filled.

Salary/hours: \$20.00/hour, 35 hours/week

Job Profile

Reporting to the Manager, Resource Development, the **Administrative Assistant, Resource Development** works closely with the United Way Centraide Canada (UWCC) Resource Development team and with fundraising colleagues across Canada to support donor engagement and stewardship at the national office and strengthen national and pan-regional United Way Centraide (UWC) fundraising capabilities.

The Administrative Assistant is responsible for providing general administrative support in the delivery of strategies to enhance and maintain the UWC fundraising model, both within the Movement and at UWCC, as well as learning & training initiatives for fundraising staff across Canada.

UWC is Canada's leading network of local community builders empowering people to make lasting social change in their community. With a presence across Canada, serving over 5000 communities, our federated network of local United Ways and Centraides tackle the important social issues of poverty and social exclusion in their communities. Our vision is that everyone in every community has the opportunity to reach their full potential. UWCC is the national office that provides leadership and services to UWC members across the country.

Responsibilities

- Support donor engagement by providing exceptional customer service to UWCC donors and responding to any concerns/inquiries, with particular attention to donors giving via our online donation platform(s).
- Assist in the administration of national strategic projects, support working groups and subject matter expert networks and donor recognition practices by working alongside the Manager, Resource Development and liaising with relevant stakeholders across the organization.

- Assist in data entry responsibilities and support the enhancement of donor stewardship practices related to UWCC's customer relationship management (CRM) platform .
- Draft, edit, proofread and format correspondence, presentations, and event materials related to learning & training initiatives for fundraising staff across the UWC Movement.

What you need to succeed

- Excellent communication skills in both official languages (oral, written and interpersonal).
- Administrative skills including proficiency in the use MS Office suite, with an ability to adapt to and implement new technologies.
- Strong attention to detail, with the ability to perform repetitive tasks with a high degree of accuracy.
- Excellent organizational skills and ability to set priorities.
- Ability to cope with a fast-paced environment that presents with multiple concurrent demands, resolving conflicts, managing competing priorities, meeting deadlines with high attention to detail.
- Strong sense of teamwork.
- Ability to deal with ambiguity and navigate a complex environment.
- Responsible and efficient.
- Self-reliant, and performs well under pressure.
- Demonstrates sound judgement, maturity, tact and discretion.
- Experience or interest in customer service/sales, fundraising and/or non-profits is considered an asset.
- Must be eligible to work in Canada.

Diversity, Equity, and Inclusion

UWCC hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

How to apply

Please send your resume and cover letter than explains your interest and outlines your relevant skills and experience to: careers@unitedway.ca.

We thank everyone for applying; however, only qualified candidates will be contacted.