



DRUMHELLER AREA HEALTH FOUNDATION

JOB POSTING: AMINISTRATIVE SECRETARY

The position of Administrative Secretary is a contract position that provides administrative, clerical and financial services to support the operation of the Drumheller Area Health Foundation and reports directly to the Executive Directors of the Board.

Main duties include:

- Primary contact for donors, sponsors, site administration, the community, and volunteers
- Financial and Donor Database Management: manage the day to day financial operations including accounts receivable and payable, deposits, and cash management; provide financial statements, bank reconciliations, and any additional financial information as required to the accountant
- Fundraising: including marketing, planning, public relations, donor and sponsor cultivation and recognition
- Prepare items for board meetings, take minutes and disseminate information
- Maintain the website, blog site, Twitter feed and Facebook page

Experience:

- Experience in a non-profit/volunteer focused organization is desirable
- 1 – 3 years administrative/secretarial/accounting experience; minimum 55 words/ min typing
- Applicants must be proficient with Microsoft applications and be willing to train to use Constituent Software (@Ease); experience with spreadsheets, Publisher, and the development of brochures, posters, and newsletter is desirable
- Advanced organizational skills, excellent communication, interpersonal and public relations skills required
- Ability to work independently and collaboratively; self-motivated, high degree of accuracy and confidentiality

Hours of Work: 16 hours per week, Tues. to Fri., 10:00 a.m. to 2:30 p.m.

Salary: \$20.00 per hour

Start date: Oct. 1, 2018; two month orientation

The successful candidate will be required to submit to a Criminal Record Check, provide References and be Bonded.

Submit resumes to: Drumheller Health Foundation

351 -9th St. NW, Drumheller, AB T0J 0Y1

Additional information available at drumhellerhealthfoundation.com or call 403-820-7860

We thank all applicants for their interest; only those selected for an interview will be contacted.