

**Job Posting #2022-873**  
**Internal/External Posting**  
**Posting Date: July 21, 2022**  
**Closing Date: August 4, 2022**  
**Union: CUPE**

**Administrative Assistant – Donor Relations & Outreach**

**Full Time Term Position**

**1.0 E.F.T. – 40 Hours Per Week**

**Start Date- Date of Hire**

**Term Ending Date- March 31, 2023 (with possibility of extension)**

**HOURS OF WORK:** Monday-Friday 0900-1700, Some evenings and weekends may be required

Klinik Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

**POSITION SUMMARY**

Reporting to the Director of Development & Engagement, the Donor Relations & Outreach Assistant will support all activities relating to Donor Relations, Communications and Public Education. The Administrative Assistant is responsible for performing a variety of administrative and clerical functions including; data collection and inputting, development of external communication letters, organizing and supporting meetings, training and workshops.

The successful candidate must have a proven ability to maintain confidentiality when handling sensitive information and confidential documents, the ability to take precise minutes, have strong written and verbal communication skills and have a high level of proficiency in MS Office Suite and databases.

**QUALIFICATIONS:**

- Minimum three years office experience
- Minimum typing speed of 60 words per minute
- Ability to compose correspondence on behalf of the Director to external stakeholders
- Demonstrated attention to detail in daily work is required
- Excellent organizational and interpersonal skills
- Demonstrated ability to work without supervision and as a member of a team
- Demonstrated telephone skills with the ability to handle many tasks, information and requests simultaneously
- Excellent computer skills are required, high level of proficiency in MS Office Suite, familiarity with using online databases.
- Ability to work in a dynamic, fast-paced environment

- Previous experience supporting fundraising and donor stewardship activities
- Knowledge of community health services an asset
- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry check required

**Responsibilities:**

- Manage donor data within Donor Database (input donations and contact information, ensure acknowledgement letters and tax receipts are sent, etc.) Create/run database reports as requested
- Assist with general administration duties including answering incoming phone calls and e-mails related to donations, communications and workshops. Filing as required.
- Managing individual relationships with current and prospective donors, arranging cultivation meetings and ensuring outstanding stewardship at all times. Ongoing relationship building with internal and external stakeholders
- Assist in drafting, maintaining internal/external communications and correspondence, including writing and mailing thank you cards, letters and newsletters.
- Draft compelling, donor-centric communications and earned media materials such as media advisories, pitches, toolkits and more
- Provides administrative support
- Develops, coordinates, and maintains office and administrative systems as directed.
- Minute taking and transcribing
- Compiles and prepares training items/materials and resources for meetings, workshops and donor/grant packages.
- Develops, coordinates, and maintains office and administrative systems as directed.
- Recommends system improvements/developments to Director
- Set-up workshops/trainings on Bookwhen, tracking registration, processing refunds and tracking invoices.
- Updates to website(s)
- Participates in program planning, evaluation and quality monitoring including daily statistics

**Other:**

- Attend internal and external meetings as required
- Participates in training courses and in services as required, offered by Klinik and elsewhere in order to maintain and improve quality of service
- Participates in program planning, evaluation and quality monitoring including completing daily statistics
- Participate in formal self-evaluations by identifying strengths and limitations

- Seeks appropriate supervision/consultation of own actions
- Adheres to all agency policies, protocols and promotes best practice
- Performs other duties and functions related to their job description

**SALARY RANGE**            \$17.552-\$20.347 per hour

**APPLICATION PROCESS**

- Application Deadline: August 4, 2022
- Email cover letter and resume to: Klinik Community Health, 167 Sherbrook Street., Wpg., MB R3C 2B7 AT [jobs@klinik.mb.ca](mailto:jobs@klinik.mb.ca)
- Please use “Job Posting #2022-873” in all correspondence

Thank you for your interest. Only candidates selected for an interview will be contacted.

**We welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.**

**Klinik is a pro-choice community health centre and supports the principles of diversity, inclusion and cultural awareness**