

ADMINISTRATIVE COORDINATOR

SALARY: CAD \$44,000 - \$49,000 YEARLY

LONDON ONTARIO

FULL TIME

ADMINISTRATIVE/CLERICAL SUPPORT

SUMMARY

Wellspring London & Region/Stratford is a not for profit organization that supports people directly affected by a cancer diagnosis and their immediate caregivers, with no cost programs and services. We serve the Southwestern Ontario region and have office locations in London and Stratford. We are currently seeking an Administrative Coordinator to join our team in our London office. This position will be based both at home and in the office setting, with occasional travel to Stratford.

DESCRIPTION

Wellspring London & Region/Stratford provides no-cost programs, support services and resources in a warm and supportive gathering place (both virtually and in-person) for individuals living with cancer, and those who care for them.

Wellspring London & Region/Stratford is seeking an experienced Administrative Coordinator to help with organizing our day-to-day administrative operations and financial aspects of our organization. This position requires an independent worker who will support operations within the Wellspring London and Wellspring Stratford offices. Candidates should be comfortable in speaking with others regarding issues surrounding cancer and the effects it has on the individual and the family.

This position will require some travel to Stratford to support this community but is mainly based out of the London office and working from home.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Administrative

- Record and control office and program inventory supplies
- Record minutes from monthly board of director's meetings and board appointed committee meetings, and help the Executive Director with preparation of documents to be distributed
- Maintain open communication with Wellspring volunteers and staff regarding new policies, processes or organizational changes
- Maintain updated board lists and board orientation binders
- Ensure Raisers Edge records are updated and changed as needed
- Support the Wellspring volunteers to maximize members' experience

Fund Development & Finance

- Sort and organize database queries and create appropriate templates, supporting the Fund Development and Program teams

- Assist with the preparation of bulk mailings, ie. Newsletters, annual fundraising campaigns
- Assist at events as needed under the supervision of the Director of Fund Development
- Process cash, credit card and cheque transactions for donations, store purchases and special events (London and Stratford)
- Collect Wellspring mail and distribute as needed
- Provide notification for in memory and in honour donations
- Issue charitable and business receipts for London and Stratford
- Maintain donation and deposit records in database for London and Stratford
- Prepare deposits for London and Stratford centres and transport to bank weekly
- Reconcile monthly transactions for London and Stratford Centres
- Assist with year-end audit
- Reconcile year end transactions for London and Stratford centres

Recognition and Stewardship

- Support and enhance the organization's efforts to establish and maintain positive, effective relationships with donors, sponsors, volunteers, Wellspring members and community partners
- Maintain Wellspring centre bulletin boards with updated information and resources
- Work with Program Manager in identifying opportunities for recognition of staff (including Y), Wellspring members and volunteers

General

- Provide timely background materials, updates and briefing notes, as may be required by the Wellspring Directors

Required Education / Experience

- Clear written communication and excellent command of the English language, both written and verbal are required
- College diploma or University degree required with a minimum of 3 years administrative experience.
- College diploma or University degree in a related field an asset
- Fluidity in Microsoft office 365 required
- 3-5 years of work experience using Raisers Edge database systems
- Vulnerable screening check required.

If interested, please forward you cover letter and resume by **Friday, August 19th, 2022**, to Tracey Jones, Executive Director at tracey@wellspringlondon.ca; please note Administrative Coordinator in the subject line of your email.

Thank you for your interest. Applications will be reviewed as they are received. Only those applicants selected for an interview will be contacted.

Wellspring London & Region/Stratford is an equal opportunity employer.