



## **Position Title: Office Coordinator**

### **Overall Purpose**

Island Prostate Centre is seeking to add a new Office Coordinator to our small but mighty team! This role offers a blend of administrative functions coupled with events coordination. If you pride yourself on making sure the office is running smoothly meanwhile supporting the planning and coordination of fundraising events, then this is the role for you. The right candidate will be able to demonstrate excellent organizational skills, strong attention-to-detail balanced with a social flair for event planning. The Office Coordinator also supports the Executive Director in the capacity of an Executive Assistant.

### **Key Accountabilities**

***Manages general office activities*** including reception duties such as answering general inquiries via phone, email and in-person visits coordinating patient appointments, greeting visitors, and assisting the nurse with patients. Other office responsibilities include managing mail and information documentation, creates and maintains a central filing system, sources vendors and orders, receipts and reconcile received item with invoices prior to payment. Additionally, the Office Administrator enters contact information for the support group attendees, event attendees and patients.

***Manages the Donor Database*** by processes gifts (e.g. donations, sponsorships, Gifts in Kind) according to office procedure and Canada Revenue Agency (CRA) rules; issue charitable receipts in accordance with CRA policy; ensure donor information/payments are processed accurately in a timely manner; coordinates and resolves issues with financial and reporting systems, including Race roster, IATS, Sumac and others; provide leadership and assistance with donor inquiries and concerns, maintaining high integrity of organizational data, communications, donor research, records management, and export data for projects, mailings and events; and creates and issues reports to support resource development campaigns, public engagement and volunteering activities, and prepares statistical and comparison reports.

***Manages finances, accounting and receipting*** by administering the A/R and A/P activities and providing support to the bookkeeper; counts cash, records donations and prepares bank deposits; prepares documentation for the annual budgeting process and financial reviews; monitors and controls administrative components of the operating budget; provide guidance to staff to help third party donor groups understand CRA rules and regulations pertaining to receipting terms and conditions.

***Provides administrative support to the Executive Director*** as requested and required; and liaises with committee members, volunteers and Board members as opportunities arise or requested.

***Supports General Marketing and Promotion Initiatives*** by routinely updating the website; co-manages the IPC's Facebook and Twitter accounts; and assists in the writing and production of bi-annual newsletters and monthly e-newsletters and other communiqués.

***Assists in Event Coordination (e.g. Father's Day Walk/Run, Ride to Live, UrbaCity, Men's Health Day)*** by managing the back-end administration including participant registrations, participant recruitment, administration logistics, and note-taking for committee meetings; and



functions as the main contact for participant inquiries, event communications and distribution of event information.

### **Skills and Qualifications Required:**

- The position requires 3+ years of experience in a similar role, such as a database clerk, office assistant, executive assistant or office coordinator.
- The individual must have excellent written and oral communication skills and the ability to issue error-free communications.
- The individual should have the following abilities, experience and skills:
  - experience working in the non-profit or voluntary sectors is preferred
  - able to work independently, showing great self-initiative
  - bookkeeping experience, specifically with QuickBooks.
  - able to contribute effectively to team projects
  - proven ability to follow directions and execute projects with a high degree of accuracy
  - able to work under pressure, manage several competing priorities

### **Other Attributes & Considerations**

- A sense of humor and a passion for pitching-in to the get job done is a must.
- A flexible schedule is required to attend out-of-hour activities (ie: committee meetings, special events) and/or to complete work during strategic peak periods. All overtime (OT) must be preapproved, and OT hours will be compensated by taking time off in lieu (TIL) as approved by the ED.
- Access to a vehicle is preferred.
- The Centre and office building is a non-smoking environment.