TERRY FOX HUMANITARIAN AWARD PROGRAM

JOB DESCRIPTION

TITLE: Awards Coordinator & Administrative Assistant

POSITION OVERVIEW

Reporting directly to the Executive Director, Awards Coordinator & Administrative Assistant is a key support position in the Terry Fox Humanitarian Award Program. The Awards Coordinator & Administrative Assistant furthers the mandate of the Executive Director and the Program’s well-established reputation as one of the most prestigious scholarship programs in Canada. The Awards Coordinator & Administrative Assistant is expected to work in close consultation with the Executive Director to realize the Vision and Mission of the Program, through the oversight of the office, awards, and by supporting the agenda and activities of the Executive Director and functions as the frontline contact with award recipients, alumni, applicants, Board of Directors, as well as the public, including high school, university and other stakeholders. Other key responsibilities include correspondence, record and bookkeeping, event planning, fundraising, and administrative management of the application through to alumni cycle.

Established in 1982, the Terry Fox Humanitarian Award is a non-profit charity offering one of the most prestigious scholarships in Canada.

The position is full-time, Monday to Friday approximately 35 hours per week, with one week off from Christmas to New Year’s, and all major holidays off, and vacation time during the summer.

Salary and Benefits

- $36,400 – 45,500 per annum
- Extended health and dental are provided
- Three weeks annual holiday

We are interested in applicants who are:

- Superior attention to detail
- Excellent communicators – both verbally and in writing with advanced writing skills and a solid command of the English language (French would be an asset)
- Extremely organized with proven skills in organization and planning
- Social media wiz – proven ability to maintain a positive social media/online presence
- Proficient in Microsoft Office – with intermediate to advanced skills in MS Word, Excel, Outlook, PowerPoint, and working knowledge of Access and MS 365 would be assets
- Graphic design skills highly desirable
- Experience with Quickbooks an asset
- Extraordinarily reliable and trustworthy
- Excellent judgment and decision-making skills, tactful, and capable of weighing and prioritizing responsibilities on a day to day basis
- Highly professional in conduct and appearance and acts with integrity and caring
• Industrious, self-directed, efficient
• Quick learner and attentive to discussions and directives, asking questions as appropriate
• Solutions oriented, logical, analytical, problem solver, with a knack for anticipating and preparing for varied outcomes
• Ability to multitask and juggle multiple deadlines as well as keep on task
• Flexible, and adapt readily to change
• Positive, keen, and easy going - in outlook as well as attitude
• Able to work independently yet get along well with a variety of personalities

Education and experience:
• Must have graduated high school, preference for university degree or equivalent experience in a professional setting
• Must have working experience in an organizational or corporate setting

Responsibilities:
General Office Duties
• Reception (answer phones and receive guests)
• Provide all around high standard of service
• Maintain files and records
• Correspond with students and other stakeholders
• Maintain office schedule(s)
• Maintain databases and spreadsheets
• Banking and bookkeeping
• Accounts Receivable and Payable, including donations, expenses and scholarship payments

Administration of Award Program
• Review and process applications
• Maintain formal and informal correspondence
• Respond to inquiries, provide support, in timely and highly professional fashion
• Process and issue related documents, disbursements, confirmation of enrolments, annual reports

We welcome qualified applications via email, please send your resume and cover letter, Attn: Awards Coordinator and Administrative Asst in the subject line to accounts@terryfoxawards.ca.

We thank all applicants in advance, however, due to the volume of applications, we can only contact applicants whom we are interviewing.

*Please do not contact us if you are a recruitment agency.