



POSITION: PART-TIME, Administrative Assistant

LOCATION: Richmond, BC

WHO ARE WE?

Arthritis Research Canada (ARC) is an independent, not for profit charitable organization that is home to Canada's largest and most successful clinical research centre. Since its creation in 1999, Arthritis Research Canada has earned international attention and recognition. The mission of ARC is driven by the vision of its Board of Directors, Research Scientists and staff members who are focused on research related to arthritis prevention, early diagnosis and treatment, and quality of life issues for those with arthritis.

ARC is located directly across the street from the Lansdowne Centre skytrain station in Richmond, a 20 minute commute from waterfront station in Vancouver. For those who drive, ARC provides free parking.

POSITION OVERVIEW:

Seeking a part-time Administrative Assistant with strong database skills to join the Fund Development team and take responsibility for the efficient operation of the department, including all administrative duties, systems and processes. This position requires someone with strong technical, organizational and multi-tasking abilities, along with the confidence to communicate easily and professionally with volunteers, donors and fellow staff. We are looking for an individual who has great attention to detail and approaches their work with enthusiasm.

RESPONSIBILITIES:

- Maintain departmental administrative systems, including tracking and filing systems.
- Maintain and update donor database as per the policy and procedure manual.
- Receive and process donations including preparing thank you letters and tax receipts
- Prepare reports, letters, and presentations for internal and external use.
- Run database queries and provide reports as required.
- Maintain calendars, schedule and prepare for meetings, including materials and logistics
- Assist in the preparation of donor invitation lists, mail merges, and event attendance tracking.
- Communicate effectively and maintain discretion and confidentiality.
- Provide support for other related duties.

SKILLS & QUALIFICATIONS

- Work experience in the not-for-profit sector an asset
- Strong database skills. Raiser's Edge software/database experience an asset
- Minimum 2 years work experience in business admin or equivalent in related subject area
- Demonstrated computer skills, with competency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and the Internet.
- Ability to prepare letters and documents in standard business formats.
- Superior organizational, time management and multi-tasking abilities and attention to detail.
- Ability to research information and summarize key details.
- Excellent communications skills, both oral and written and a pleasant phone manner.
- Ability to work independently and reliably within a team environment
- Ability to work with staff, Board members and donors with tact and diplomacy.
- Ability to handle confidential matters.

This is a part-time position (max 3 days per week). Work hours are negotiable.

Please forward your resume and covering letter to;

Director of Development
Arthritis Research Canada
5591 No. 3 Road Richmond, BC V6X 2C7
FAX: 604-207-4059
Email: jobs@arthritisresearch.ca

No phone calls please. Only those selected for an interview will be contacted.

