

## **ADMINISTRATIVE/DEVELOPMENT ASSISTANT Jocelyn House Hospice/Jocelyn Hutton Foundation**

Jocelyn House Hospice/Jocelyn Hutton Foundation is seeking a professional, organized individual on a permanent part-time basis, for the position of Administrative/Development Assistant. This person will be responsible for key administrative support functions of the organization as a whole. The role includes responsibility for general office organization and efficiency; maintenance of the donor database and gift processing functions; payroll processing, support of fundraising and Hospice activities and administrative support to the Executive Director and management team.

### Responsibilities:

Reporting to the Executive Director, working closely with the Manager of Volunteers, Spiritual Care & Development and in collaboration with the Nurse Manager, Hospice staff, volunteers, residents, donors and our community, the Administrative/Development Assistant is responsible for:

- General office and clerical duties – including reception, managing phone calls, incoming and outgoing mail and inquiries, supply inventory, maintenance of equipment
- Maintaining the electronic and hard copy filing system and miscellaneous records
- Administrative support for Board activity and bi-monthly Board meetings and the AGM, including notification of, preparation and distribution of Board packages and meeting minutes
- Maintaining and working with the Raisers Edge donor data base; including report generation, research queries and analysis
- Managing all aspects of donation processing including tax receipts, acknowledgement letters etc.
- Clerical support to the ED and management team as required including preparation of documents, correspondence, reports, photocopying etc.
- Participation in the planning, coordination, implementation and support to fundraising and donor events
- Payroll processing and record keeping
- Other duties and functions as assigned

### Requirements/Qualifications:

- Demonstrated excellent organizational ability and time management skills
- At least 3 years of experience or its equivalent in general office management preferred
- Proven track record in clerical and administrative procedures and systems as well as the operation of standard office equipment
- Excellent interpersonal skills to develop and enhance relationships with the public, donors, staff, residents, volunteers and colleagues
- Proficient in use of Microsoft Office Suite (includes Word, Excel, PowerPoint, Publisher, Outlook), and Adobe Acrobat.
- Proficient with computerized database management. Experience with Raisers Edge is an asset.
- Experience with payroll processing, Payworks an asset
- Excellent written and oral communication skills to convey information with accuracy and diplomacy.
- Absolute discretion with regard to confidential information.
- Ability to work occasional evenings and weekends.
- Driver's license, car and proof of auto insurance.



*Adding life to final days*

Hours, Salary and Benefits:

The position is a minimum of 32 hours a week (0.8 EFT) with some flexibility regarding the daily hours and the potential to increase or decrease the hours at certain times of the year. Exact arrangements will be determined with the successful candidate. Salary will be commensurate with experience. Benefit package available.

Please submit your application (cover letter and resume) by **Friday, August 16, 2024** to:

Jackie Stephen, Executive Director  
Jocelyn House Hospice/Jocelyn Hutton Foundation  
177 Egerton Road, Winnipeg, MB, R2M 2W7  
Email: [jstephen@jocelynhouse.ca](mailto:jstephen@jocelynhouse.ca)

We thank all applicants and advise that only those selected for an interview will be contacted.

**About Jocelyn House Hospice and the Jocelyn Hutton Foundation:**

**Jocelyn House Hospice** opened in 1985 as the first free-standing hospice in Western Canada. Founded by Bill and Miriam Hutton in memory of their daughter Jocelyn Hutton, who died at the age of 17, Jocelyn House is the result of Jocelyn's wish to die at home supported by family, friends and her community. Our mission is to carry on the dream of Jocelyn Hutton – adding life to final days for the terminally ill, and their loved ones, by providing care and comfort in a home-like setting.

In 2012, the **Jocelyn Hutton Foundation** was established to raise funds in support of Jocelyn House Hospice. The Foundation's mission is to carry on the dream of Jocelyn Hutton and to enhance and expand Jocelyn House Hospice to meet the increasing need for end-of-life care, while ensuring the mission and values on which our organization is founded are never compromised.

[www.jocelynhouse.ca](http://www.jocelynhouse.ca)