



**JEWISH CHILD AND FAMILY SERVICE**  
Strengthening Lives in Keeping with Jewish Values

## Administrative Assistant- Executive and Donor Administration (0.8 EFT, Permanent)

### Position Overview

JCFS is expanding the Administrative team and is seeking a candidate to fulfill the administrative duties associated with our fundraising and board activities. The Administrative Assistant is responsible for providing administrative support to the Fundraising and Board relations functions. Reporting to the Director of Operations, this Administrative Assistant role is responsible for all donation administration and communications with the Board. This role will join a team of administrators working to support the overall functions of the organization.

### Experience

- Minimum three years experience preferred.

### Education

- Hold a post-secondary degree or certification from a recognized administrative assistant program, and/or have equivalent relevant work experience

### Qualifications and Skills

- Demonstrate an understanding of donation administration processes including: donation entry, tax receipting, and record management. Experience with Raiser's Edge an asset.
- Ability to provide administrative support to the executive and board including: scheduling, maintaining notes and minutes, filing, preparing and distributing reports
- Highly organized and ability to be flexible in a virtual and in-person work environment
- Effective communicator in English, both written and oral
- High level of computer literacy in: Office 365, virtual meeting platforms, donor databases
- Ability to collaborate with other members of the administrative team

*This position is subject to a satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment.*

**Please submit resume and cover letter by May 21, 2021 to:**

Shana Menkis  
Director of Operations  
Jewish Child and Family Service  
scmenkis@jcfswinnipeg.org

*Thank you to all applicants, however, only those selected for an interview will be contacted.*