



**Job Title:** Administrative Assistant

**Start Date:** June 5, 2023 (flexible)

**End Date:** September 29, 2023 (flexible)

**Job Hours:** Temporary, Part-time, 20 hours per week

### **About the Edmonton Police Foundation:**

The Edmonton Police Foundation (EPF) is dedicated to supporting the Edmonton Police Service in building strong and positive relationships between police and the community. Our programs foster partnerships and create opportunities for police and the public to work together for safer communities.

EPF is currently searching for an enthusiastic candidate to serve as a temporary part-time Administrative Assistant, who is responsible for supporting the Executive Director and Board of Directors.

### **Key Responsibilities:**

- Work closely with the Executive Director and Finance Coordinator on incoming gift processes
- send correspondence, including but not limited to: gift acknowledgment letters and donor letters
- Manage EPF's online donor database
- Manage funding applications
- Coordinate, attend, and draft minutes for all meetings
- Assist with the following duties: scheduling meetings, calendar, and contacts maintenance, meeting preparation, and follow-up
- Assist with the preparation and facilitation of all events
- Other duties as assigned

### **Qualifications:**

- Minimum 1-3 years of experience in an area related to office administration support and development. Prior non-profit work experience is an asset
- Exceptional skills in organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve
- Excellent reading, writing, and grammar skills, both written and oral;

- Experience with Microsoft Word, Excel, and Outlook, and working with databases
- Demonstrated team player with solid collaboration abilities
- Ability to take the initiative with projects to work independently and as a team member
- Knowledge of telephone and email etiquette
- Flexibility in schedule required

### **Work Environment**

- Part-Time position, 20 hours/week, weekdays, some weekends required
- This position is based out of Edmonton Police Headquarters

Please submit a cover letter and resume to [elisha@edmontonpolicefoundation.com](mailto:elisha@edmontonpolicefoundation.com)