

The Alexandra Marine and General Hospital Foundation is searching for a part time casual administrative coordinator. Please submit your resume to [kimberley.payne@amgh.ca](mailto:kimberley.payne@amgh.ca) by 4pm on Monday Feb.2, 2026. Only those selected for an interview will be contacted.



## JOB DESCRIPTION

### ALEXANDRA MARINE & GENERAL HOSPITAL FOUNDATION PART TIME ADMINISTRATIVE COORDINATOR

#### POSITION SUMMARY:

The Administrative Coordinator often serves as the first point of contact for visitors to the Foundation office both in person and over the phone and provides administrative support to the Executive Director and Foundation Board of Directors. The Administrative Coordinator is responsible for establishing and maintaining effective office systems to contribute to the overall efficiency of the Foundation. The Administrative Coordinator is well organized, professional, and able to work in a dynamic environment, taking on projects and duties as assigned. The Administrative Coordinator ensures the confidentiality of all donor information.

#### REPORTS TO:

Reports directly to the AMGH Foundation Executive Director.

#### DUTIES AND RESPONSIBILITIES:

##### Office Administration

- Reception - greet visitors to the Foundation office both in person and over the phone, assisting with their enquiries, accepting donations, and directing calls and appointments as required.
- Manage incoming and outgoing mail, and the general office email account.
- Monitor office stationary and supplies, place orders, ensure that storage room is tidy and stocked.
- Maintain accurate donor database, including contacting donors when donation information is incomplete.
- Ensure that the records of the Foundation are maintained as required by law and made available when required. These records include Letters Patent, Articles of Incorporation, Foundation By-Laws, Foundation policies, list of directors, board and committee meeting minutes and other official records.
- Ensure that all updates to foundation software, memberships, licences, and equipment are current and maintained.
- Attend meetings as required and take accurate minutes for distribution to board and committees

##### Donor Relations

- Manage the Foundation's donor database including the receipting, tracking and preparation of thank you letters and routine correspondence in a timely and professional manner.
- Communicate to the Executive Director any special requests or concerns of donors.
- Prepare and maintain donor reports and mailing lists when requested by Executive Director.

#### Board Responsibilities

- Distribute notices and pertinent information for all foundation meetings including committee meetings and AGM in a timely manner.
- Book locations for Foundation meetings
- Maintain Board member information, orientation packages, and other documents as required. Ensure that the documents and reports pertaining to the Signing Officers of the Foundation, and all other relevant agencies are up to date and complete.

#### Public Relations

- Ensure that all foundation brochures and other public relations materials are accurate and distributed appropriately.
- Maintain the Foundation's website and advise Board members of any foundation events via e mail and bulletin boards.

#### Special Events

- Provide administrative support for the Foundation's various special events.
- Maintain financial records pertaining to each event.
- Assist in the event details as requested by the Executive Director.
- Attend special events as requested.

#### Finance

- Responsible for processing and tracking all donations and pledges and generating tax receipts.
- Process the Foundation's accounts receivable and accounts payable transactions to ensure that the Foundation's financial business is maintained in an efficient and accurate manner.
- Provide the Executive Director and Foundation Treasurer with monthly and other requested financial reports.
- Monthly reconciliation of accounting software and donor database

#### REQUIRED ABILITIES AND SKILLS:

- Strong computer and technical skills, including proficiency with Microsoft Office suite of programs (Word, Excel, Publisher and PowerPoint).
- Experience with fundraising/donor database software is an asset.
- Familiarity with updating website content.
- Well-developed verbal, written, interpersonal, problem-solving, and decision making skills.
- Ability to handle multiple priorities, organize and prioritize workflow while being self-motivated in a high pressure and demanding work environment.
- Ability to exercise good judgment, discretion and initiative in dealing with confidential information and/or in responding to inquiries.
- Ability to work independently and co-operatively as part of a team.

#### QUALIFICATIONS:

- College diploma or Bachelor's degree preferred. A diploma or degree in marketing/ business/public relations/communications may be helpful.
- Minimum of three years of related and progressive experience.

*The above job description reflects the general details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work assignments that may be inherent in the job and thus other duties may be assigned from time to time.*

Salary: \$25.00 hour

Hours: Part Time Casual up to 20 hours per week, providing flexible work arrangements, preference given to candidates who are willing to work additional hours for the Magnetic Moments Campaign, a contract that makes this potentially 35 hours a week until the campaign no longer requires the additional support.

*The Foundation provides equal employment opportunity to all employees and applicants for employment. The Foundation prohibits any discrimination against any employee or applicant on the basis of race, sex, creed, colour, religion, national or ethnic origin, citizenship status, political affiliation, age, disability, marital status, family responsibilities, or sexual orientation. This prohibition of discrimination includes all decisions affecting hiring, promotion, termination, compensation, or benefits.*