



## Office Administrator

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This is a half time position of Office Administrator will be to provide office support for MHI on a day to day basis. The Administrator will also be responsible for maintaining the MHI Website, Facebook page, and Twitter account. Further, the Administrator will assist in the development of relationships with donors, funders and faith communities. This staff person will report to the Executive Director

### **I. Office Support**

- Maintain office hours on behalf of MHI
- Monday to Friday: 9 to 1.
- Collect and review mail for distribution.
- Ensure office equipment is in working order and office is clean and tidy and well maintained.
- Maintain the filing system
- Assist the other staff members with IT and computer program issues.
- Monitor and order office supplies as required.
- Format and reproduce materials - e.g. board manual updates, annual reports, event material.
- Coordinate meeting times, spaces and maintain organizational calendar.
- Print up and mail tax receipts.
- Prepare Annual Reports.
- Other duties as required.

### **II. Communications**

- Manage the various internet based communication opportunities such as the MHI website, Facebook page, Twitter, etc.
- Prepare and mail correspondence relating to fundraising - e.g. thank you letters, receipts, memberships, donations and loans.
- Assist the Fundraising Team to develop and hold fundraising events.
- Provide support to individuals and organizations holding 3<sup>rd</sup> party events.
- Participate on the Communications Committee, including attending meetings
- Prepare Annual Report and distribute AGM package.

### **III. Information Tracking and Analysis: Data Bases and Filing Systems**

- Enter donations and loans into Sumac.
- Maintain database of members, donors, volunteers, email recipients, etc.

- Provide analysis of data to the Membership and Multifaith Committee and the Fundraising Team to enhance strategies for effective communications and fundraising.

### **Basic Requirements:**

- Post secondary diploma from a recognized community college or equivalent
- Two years experience in a comparable position
- Experience with data processing and data management systems
- Extensive experience with Microsoft Office
- Experience working in a volunteer led organization
- Ability to use social media tools and Website management
- Ability to communicate well both verbally and in writing with different audiences
- Ability to support the work of the volunteers
- Other relevant experience will also be considered

### **Personal suitability**

- Is committed to MHI's mission and its multifaith values (social justice, equality, inclusiveness).
- Is comfortable working in an interfaith and multicultural environment
- Is able to handle numerous tasks and projects, and competing pressures and deadlines with poise.
- Self-motivated: ability to work independently and take the initiative
- Ability to demonstrate flexibility in juggling various tasks

### **Additional desirable assets**

- Bilingualism – knowledge of French and/or other language.
- Experience using Power Church
- Some knowledge of affordable housing issues, especially in the Ottawa region.

### **Terms and Conditions**

The position is \$20,000 per year for 20 hours per week,

**Please submit your cover letter and resume to Suzanne Le, Executive Director at [mhi.suzanne.le@gmail.com](mailto:mhi.suzanne.le@gmail.com) by 5pm Thursday June 9, 2016**

**Candidates must be available for an interview on the week of June 13-17, 2016**