



**Job Title:** Administrative Assistant

**Organization:** Dunnville Hospital & Healthcare Foundation (DHHF)

**Location:** Dunnville, Ontario

**POSITION:** 28 HOURS PER WEEK

(daytime hours – 9:00 am – 4:00 pm, Tuesday-Friday) some outside hours required during events

**REPORTS TO:** Executive Director

**CLOSING DATE:** Until Filled

**RATE OF PAY:** \$23.00/HR, RRSP contribution, educational opportunities

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### **About Us:**

The Dunnville Hospital & Healthcare Foundation (DHHF) is a dedicated and compassionate charitable foundation committed to improving the healthcare services in our community. We work tirelessly to raise funds that directly support Haldimand War Memorial Hospital and Edgewater Gardens Long-Term Care Centre. Our organization thrives on the values of community, integrity, and wellness, and we are seeking a dynamic team member to join us in making a meaningful impact on the lives of those we serve.

### **Position Overview:**

We are seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic Hospital Foundation team. The successful candidate will provide administrative support to the Foundation, ensuring the smooth operation of various projects and initiatives, including events, fundraising, and donor relations. If you are a motivated individual with exceptional communication skills and a passion for healthcare, we encourage you to apply for this exciting opportunity.

### **Key Responsibilities:**

- Provide exceptional administrative support to the Foundation
- Assist with reception and administrative duties, screening telephone calls and visitors, recording and relaying messages, responding to inquires from the public, donors and board members, promptly and courteously
- Maintains all office equipment, supplies, filing; assists in the preparation of all banking functions; processes donations including receipting and acknowledging; ensures the security of the office and all donations to the Foundation office



- Assists in the production of fundraising and public relations materials such as newsletters, reports, mail solicitations, displays, memos, letters and any other related correspondence; assists with the printing of appropriate materials and assists with the assembly of packages for monthly meetings
- Manage and maintain accurate records, databases, and spreadsheets related to donor interactions, events, and fundraising campaigns
- Assist with fundraising efforts
- Perform other administrative tasks as required

**Qualifications:**

- Post-secondary education in a related field (e.g., business administration) or a high school diploma and experience in a similar role or equivalent required
- 1-2 years of experience in an administrative role, preferably in a non-profit or healthcare setting is preferred
- A valid drivers license and access to a reliable vehicle
- Excellent communication, organizational, and time-management skills
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint
- Experience working with a database, Raiser's Edge an asset
- Ability to work independently and as part of a team
- Ability to lift 50 lbs
- Positive and outgoing attitude
- A willingness to learn

**We Offer:**

- Opportunities for professional growth and development
- A dynamic and supportive work environment
- The satisfaction of working for a respected organization that makes a difference in the lives of our community members



**How to Apply:**

To apply, please submit your resume and cover letter to Rachel Schmalz, Executive Director [rachel@dhhf.ca](mailto:rachel@dhhf.ca).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

DHMF is committed to accessibility and will provide accommodation for people with disabilities in all parts of our hiring process. Applicants need to make their needs known in advance.

Join us in our mission to make a difference in the lives of those who depend on our local hospital's care. Together, we can create a healthier and more vibrant community.