



Database & Office Assistant

Part Time Temporary – St Mary's General Hospital Foundation

About St. Mary's General Hospital

Located in the heart of Kitchener, St. Mary's General Hospital has served the community since 1924 and is celebrating 100 years serving our Region.

St. Mary's is a special place where inspiring acts and life-changing events happen every day. More than 2,000 staff, physicians, and volunteers provide outstanding, compassionate care across its clinical focus areas: Cardiac Care, Respiratory Care, Day Surgery, General Medicine, 24/7 Emergency Care.

St. Mary's Regional Cardiac Care Centre provides advanced services to more than 1.4 million people, residing across Waterloo, Wellington, Dufferin, Grey, Bruce, Huron, Perth, Oxford, Brant, Norfolk, and Haldimand counties.

We are situated on land that is the traditional home of the Haudenosaunee (Ho-DEH-no-show-NEE), Anishinaabe (Ah-NISH-nah-bay) and Neutral Peoples. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions Indigenous peoples have made in shaping and strengthening this community. Our commitment to building a community rooted in inclusion and equity will never waver. Through our efforts and support of the hospital we will expand equitable access to high quality care.

St. Mary's General Hospital Foundation

Because the Ontario government does not provide funding for the purchase of new or replacement medical equipment, the Foundation's role is to fill that funding gap by inspiring the community to invest in the hospital's mission of hope and healing.

Our team raises more than \$10 million annually to ensure St. Mary's is prepared and equipped to provide the best possible care when it's needed. Inspired by the selflessness of St. Mary's donors and medical staff, we strive to deliver maximum financial impact for both the hospital and its supporters.

With no shortage of inspirational stories to be told and new opportunities to pursue, there is rarely a quiet or routine day at the Foundation.

Foundation employees receive a competitive salary, pay in lieu of benefits, and membership in the HOOPP pension plan. Also, we offer:

- flexible work hours
- funds and time to engage in professional development

- quarterly team social gatherings
- registration to attend work-related community functions
- summer Fridays – long weekend Fridays off

To learn more, visit www.supportstmarys.ca

Your Next Adventure

This is a temporary part time position to support the Business Operations team (for approximately 12 months). We're looking for an excellent team player, who enjoys an environment where individual goals match those of St. Mary's General Hospital Foundation.

If you are ready to find purpose in your work, we may be the right place for you.

This position is essential to the success of the Foundation. The **Database and Office Assistant** reports to the Director of Finance and Business Operations and works closely with the Operations and Executive Coordinator and with the entire staff to ensure the goals and objectives of the Foundation are met.

Key responsibilities include:

Administrative tasks

- Perform day-to-day operations of the Foundation office, including office organization and document management
- Act as a point of contact for donor inquiries via phone, email and in person; ensures donor requests are filled in a timely and appropriate manner
- Process incoming and outgoing mail
- Manage Foundation general inquiry email; respond and distribute inquiries to other departments as required
- Perform other duties as required to further the strategic goals of the Foundation

Data Processing

- Process donations in the system database, including generating donation receipts
- Assist Database Specialist, Database Assistant with donor record updates, queries and stewardship activities as required
- Check obituary records on funeral home websites daily and updates the system database accordingly with deceased donors' information; maintains updated obituary records
- Assist with distribution of letters, notifying the Next of Kin for memorial donations

Skills, Experience & Knowledge:

- Previous office work experience, including one year of administrative experience
- Strong customer service skills, including responding to inquiries via phone, email, and in person
- Ability to develop and maintain strong familiarity with all Foundation activities, plans and events
- Ability to handle sensitive and confidential information with discretion
- Extraordinary attention to detail, with the ability to work proactively in a fast-paced environment

- Ability to anticipate requests and complete tasks in a timely manner
- Advanced knowledge of MS Office – MS Word, MS Excel, MS PowerPoint
- Previous experience working in a database system
- Knowledge of the not-for-profit Raiser's Edge NXT database is an asset

Above all, we are looking for a great team player with the ability to contribute quickly and with enthusiasm towards the donor-centered fundraising approach.

Qualified applicants are invited to submit their **resume and cover letter in one document/attachment** by email to cjohannes@supportstmarys.ca

Proof of full COVID-19 vaccination is required.

St. Mary's General Hospital Foundation is committed to equity and diversity and welcomes applications from racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ2S+ persons. We are committed to creating a barrier-free environment, accessible organization, and will work to accommodate any needs under the *Accessibility for Ontario for Disabilities Act* and the *Ontario Human Rights Code*.

If you're interested in this role but don't see yourself fully reflected in the requirements of the posting, we still encourage you to apply or reach out to learn more by emailing cjohannes@supportstmarys.ca

Hours per week: 22.5 (3 days a week)

Hourly wage: \$26.00 – \$30.00 (based on experience)

Closing date: Monday, May 20, 2024

We thank all applicants for applying. However, only qualified candidates selected for an interview will be contacted.

St. Mary's General Hospital Foundation
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