

Area Administrator, Prince George

Job Title: **Area Administrator**
Location: **Prince George, BC**
Reports to: **Area Manager, Prince George**
Status: **Full-Time, Permanent**

JOB SUMMARY:

The role of the Area Administrator is to support the Area Manager in the effective delivery of the Heart & Stroke Foundation community-based fundraising and health promotion initiatives, through the coordinated efforts of staff and volunteer resources within the Prince George region and surrounding areas.

RESPONSIBILITIES:

Reporting to the Prince George Area Manager, you will be responsible for:

- Day to day operation of the Area Office.
 - Correspondence/E-mail/Phone calls
 - Customer service
 - General supplies
 - Office equipment
 - Budget monitoring
 - Volunteer training and support

Finance & Administration

- Performs applicable accounting duties and maintains all financial records for the Area, including all monthly financial and statistical reports incoming and outgoing.
- Assists Area Manager in collecting data and preparing various monthly statistical and program evaluation reports.
- Provides on-going administrative support to all Foundation programs to ensure continuity within the Area and during transition of temporary employees.
- Maintains all Area databases and program files which include:
- Donor tracking
 - Volunteer recognition
 - Financial information
 - Statistical information
 - Inventory ordering, tracking and maintenance
- Assist Area Manager to promote In Memory/Honour program to generate revenue growth
- Oversees the processing of all In-Memoriam donations and correspondence. Ensures effective communication with Funeral Homes and adequate supply of In Memoriam materials are delivered.

Volunteer Resources

- Recruits, trains & supervises all office volunteers in specific program and computer duties. Assists Area Manager in recruiting event and program volunteers.
- Builds and maintains positive volunteer partnerships in support of the effective execution of programs.

Customer Service/Operations

- Demonstrates a strong customer focus in dealing with customers and volunteers and build strong internal business relationships to support the Area Office
- Provides information to the general public and handles requests and registrations pertaining to the identified Health Promotion programs.
- Make arrangements for meetings, and is responsible for sites, supplies, agendas and minutes.
- Responsible for the day to day maintenance and operations of all office equipment, including training of other staff and volunteers as required.
- Communicates regularly with and keeps Area Manager updated on all relevant information, issues and/or concerns.
- Responsible for the Area Office resource library, including tracking and ordering supplies.
- Assists Area Manager with set up and volunteer support for Health or Mall Displays.
- Performs other related duties as required.

KNOWLEDGE & SKILLS:

- Strong office administration and organizational skills
- Accounting/Bookkeeping experience.
- Ability to recruit, train and supervise volunteers.
- Excellent interpersonal and customer service skills.
- Ability to work as part of a team
- Highly organized and attention to detail
- Knowledge of the Area

QUALIFICATIONS:

- Minimum 2 – 3 years Customer Service experience
- Excellent computer skills necessary, with experience in Word, Excel, & Access (or related Database) in a Windows environment.
- Ability to commute within the Prince George area and work some evenings and/or weekends

If you are interested, please email your cover letter and resume to humanresources@hsf.bc.ca no later than **November 1, 2013**. We wish to thank all applicants for their interest however only those selected for an interview will be contacted.