

Job Description for Salvaide's Administrative Assistant

Salvaide is currently seeking a part-time Administrative Assistant to work in our Ottawa office for approximately 15-20 hours/week.

The key tasks of this Administrative Assistance include:

Financial Administration and Data Entry;

- 1) Information management of all donations received (i.e. data input and printing charitable receipts quarterly)
- 2) Payroll for paid personnel as well as managing payments and information to Receiver General
- 3) Facilitate financial processes and liaise with Salvaide's accountant and auditor
- 4) Weekly financial deposits and transfers to El Salvador

Public Awareness and Marketing:

- 1) Represent SalvAide at functions, such as the Algonquin International Cultural Day, Carleton University Volunteer Marketplace, etc.
- 2) Co-author, help design and disseminate Salvaide's newsletters, e-bulletins, flyers, and other promotional material
- 3) Support Salvaide's web-site development

Community Outreach and Fundraising:

- 1) Spearhead Twin City program—connecting communities in Canada with communities in El Salvador
- 2) Support Executive Director and Board of Directors in fundraising initiatives

General Office Administration:

- 1) respond to emails and telephone calls
- 2) general up-keep of office and computers
- 3) support ED with the general operation of the office

The ideal candidate will have:

- 1) superb communications skills (English is mandatory and Spanish considered a strong asset)
- 2) *strong computer skills* and demonstrated ability to use with ease: Microsoft office suite (word, excel, power-point), web.net, dream weaver and Microsoft access
- 3) good attention to detail and be meticulous with data entry
- 4) good business and letter writing skills (previous experience with grant-writing considered a strong asset)
- 5) strong interpersonal skills, be creative and a fast learner
- 6) an interest in International Development and El Salvador
- 7) previous experience working in the non-governmental environment considered a strong asset

Hourly wage: 11\$/hour

Interested and qualified candidates should email their resume and cover letter to Laura Haylock (salvaide@web.net) with the email subject line **Administrative Vacancy** by November 1st 2008. We plan to hold interviews on November 5th so please note your availability for this date.

We thank all applicants for their interest, but only those who are selected for an interview will be contacted.