



214-720 Belfast Road, Ottawa, ON K1G 0Z5 (613) 232-7169 www.outcarefoundation.org

THE OUTCARE FOUNDATION

The OutCare Foundation is a registered independent charity that supports palliative care across Eastern Ontario. With expert advice from the Champlain Hospice Palliative Care Program, OutCare selects high-priority projects and raises the funds to make them possible. Our focus is to help build palliative care throughout our community so that regardless of which organization families turn to, they receive the skilled and compassionate help they need and deserve.

POSITION SUMMARY

Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative support to ensure efficient operation of The OutCare Foundation Office. Responsible for a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Responsible for maintaining database, spreadsheets and word processing software, Windows operating system, e-mail, and Internet, with the ability to analyse and manage data via a computerized system.

RESPONSIBILITIES

- Maintains accurate records of the Foundation's disbursements in the E-tapestry database, on the master grant report and in the CRA annual disbursement report.
- When necessary, is the liaison with the email hosting service, phone/internet/fax provider to ensure that disruptions in service are addressed.
- Assists with payment of the Foundation's invoices and ensures the filing system is maintained.
- Assists with the preparation of Board of Directors' meetings by preparing files for each director, ensuring documents are printed for the meeting, ordering all food and drinks and ensuring that the meeting book is updated following each meeting.
- Assists with the preparation of documents as required for the audit.
- Maintains an inventory of all office supplies and places orders to ensure supplies are not depleted.
- Monitors the photocopier/printer to ensure it is working order. When necessary calls the service department to have supplies replenished and maintenance work completed.
- Answers the phones and general email inquiries.
- Oversees the OutCare Foundation Bursaries for Palliative Care Volunteers Program. Duties include preparing letters, processing cheques for successful submissions, preparing certificates and waiver forms for recipients. Opening new E-tapestry accounts for each recipient and tracking the quote in the database and on the master quote report.



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Job Qualifications

- Minimum of two years of fundraising or non-profit related experience or education.
- Knowledge of database, spreadsheet and word processing software, Windows operating system, e-mail, and Internet, with the ability to analyse and manage data via a computerized system (preferably a fundraising database such as E-tapestry or Raiser's Edge).
- Excellent customer service standards and abilities required.
- Strong communication skills.
- Must have a keen eye for detail when updating data.
- The ability to synthesize information from various sources, and work in a dynamic professional environment.
- Sound judgement, with excellent listening, negotiating, problem solving, priority setting, and organizational skills.
- Given the personal and private nature of some information on file, must be mature and able to exercise professional discretion.
- Proven experience in administration and project management is an asset.

Please submit resume and cover letter by September 4th, 2019 to;

Jen Crawford
Executive Director
The OutCare Foundation

jen.crawford@outcarefoundation.org