



Administrative Assistant / Fund Development

Big Brothers Big Sisters of Sarnia- Lambton is seeking a dynamic professional with 2-4 years of administrative & fundraising experience as well as passion for mentoring. This position provides opportunities for community engagement and creativity. This position is a combination of two positions, Administrative Assistant and Fund Development.

This position could be for you if:

- You enjoy a friendly, collaborative, high-paced and rewarding work environment.
- You love to connect and engage with your team, volunteers, community partners and families and you believe in the work and visions we have here at Big Brothers Big Sisters of Sarnia-Lambton.
- You are goal-driven and a team-player.
- You are organized and understand the importance of well-maintained and documented files.

A little bit about the position:

This is a permanent position with Big Brothers Big Sisters of Sarnia-Lambton, with regular working hours being 9:00-5:00PM. There will be times where evening and weekends are required. The successful candidate will be expected to work 3-5 days a week, depending on the time of year and events taking place within the agency.

The start date is mid October 2022.

The successful candidate will be responsible for day to day office administrative tasks as outlined below. This individual will be the first point of entry into our agency, greeting and directing guests and ensuring a positive experience.

In this role you will provide support to the Executive Director, the BBBS team, and Board of Directors, this individual will assist with promotion and marketing events, generate information for posting on social media, and participate in event planning and fundraising events.

RESPONSIBILITIES:

- Manage accounts receivable and accounts payable by depositing cheques and preparing invoices
- Use computer software to manage reports and track financial data
- Work with the Executive Director to manage company budgets
- Prepare documents for accountant and for yearly audit
- Verify or reconcile bank transactions, complete deposits, and issue cheques
- Attend monthly board meetings as recording secretary
- Establishing and maintaining relationships with various community partners throughout Sarnia and Lambton County
- Manage volunteer inquiries and youth referrals
- Working toward achieving personal and agency goals
- Support the Executive Director and fundraising committees in agency fundraising events, including communication and planning.
- Maintain OLG accounts, prepare reports and applications and submit all necessary reports to the City of Sarnia

Qualifications:

- College Diploma in Office Admin / fund development is an asset, or 2-4 years of relevant office administrative / fundraising experience
- Experience in accounting is an asset.
- Criminal Record check with Vulnerable Sector Screen required
- Understanding of the strengths and weaknesses of our target population and the communities BBBS serves
- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written)
- Passion for, and interest in, working with children and youth and strong youth engagement skills
- Intermediate computer skills, using Microsoft products (Word, Excel, PowerPoint, Publisher, Outlook), CRM Systems, communications and social media tools
- A strength-based, anti-oppression approach to service delivery with adolescents
- Excellent leadership skills
- Commitment and knowledge of inclusive organizational practices
- Excellent problem solving, communication and interpersonal and relationship-building skills
- Strong time management skills and the ability to prioritize workload as needed
- Ability to work flexible hours, including evenings
- A valid G driver's licence, proof of insurance and use of a vehicle is required.

Big Brothers Big Sisters of Sarnia-Lambton is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, 2SLGBTQIA+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the Executive Director once selected for an interview.

Please forward resume, including cover letter outlining your experience, to Kaylen Burgess, Executive Director, by September 28th, 2022 at Kaylen.burgess@bigbrothersbigsisters.ca

No phone calls please.