

Assistant Project Coordinator

Hours/week: 20

Monday – Thursday 9 am – 3 pm

1 hour unpaid lunch

Rate of Pay: \$16.50

Qualifications:

- ?? Diploma in office administration, project management, business, or related field and/or 3 – 5 years experience in the non-profit sector
- ?? Ability to multi-task, organized, complete work within tight deadlines, flexible
- ?? Superior written and verbal English communication
- ?? Ability to work with little supervision
- ?? Creative, innovative, logical, out-of-the-box thinker
- ?? Attention to detail with a high degree of patience
- ?? Friendly, people person willing to go the extra mile to help out
- ?? Team player
- ?? Knowledge of grant writing and reporting
- ?? Knowledge of budget preparation and management
- ?? Project management experience
- ?? Knowledge of Microsoft Word Suite (Word, Excel, PowerPoint, Access)

Responsibilities:

- ?? Prepare reports for government and foundation grants
- ?? Liaise with government and foundation personnel
- ?? Assist with preparation of grant applications
- ?? Maintain databases and prepare reports
- ?? Assist with preparation of Annual Report
- ?? Assist with reports to donors and the board of directors
- ?? Draft official correspondence, respond to general inquiries
- ?? Liaise with member agencies, coordinate training, agency council meetings, secretary for agency council preparing agenda and taking minutes
- ?? Back-up for reception
- ?? Assist with purchasing related to projects and office supplies
- ?? Coordinate meetings
- ?? Maintain electronic and paper files
- ?? Other activities assigned by Executive Director

Supervisor: Executive Director

Updated: January 10, 2010

Committee Involvement: Agency Council