

## **Position Description**

Position Title: Office/Client Coordinator

Reports To: Finance Director

Position Type: Part Time Permanent 20 hrs per week

## **Purpose**

The Office Coordinator is responsible for and not limited to the below job tasks, to help ensure the smooth operation of the organization's administration.

## **Task**

- Provide reception services at the front desk.
- Ensure visitors are welcomed and hosted appropriately.
- Provide phone coverage and direct calls
- Screening visitors (as required by Fraser Health)
- Assist the Finance Director in bookkeeping duties
- Manage donor database, collecting and entering information
- Enter donations into the donor database
- Issue donation tax receipts
- Produces reports as required
- Works together and corresponds with Fraser Health staff as needed
- Participates in staff meetings and planning meetings
- Manages online registration for internal fundraising events and invoicing to sponsors
- Attends and provides support at all AHS events/functions

## **Requirements and Qualifications**

- Post Secondary Education or a combination of education and experience
- Preferred Bilingual: specifically in English, Punjab, Hindi, Urdu
- COVID-19 Vaccination Status must be up to date (as per Fraser health)

The Office Coordinator will have to manage several projects at one time and maybe interrupted frequently to meet the needs and requests of clients, volunteers and community members.