

Administrative Coordinator

Trinity Legacy Foundation

Employment Type: Permanent, Part-Time

Hours: Tuesday – Friday, 30 hours/week (0.8 FTE)

Salary: \$43,680

Location: Kelowna, BC

Summary

The Trinity Legacy Foundation is a registered charity that exists to empower community-based initiatives that educate, feed, and provide spiritual care to people, both locally and globally. Our core values are:

Generosity
Stewardship
Integrity
Compassion
Accountability

The Administrative Coordinator will play a critical role in the supporting our programs and activities, particularly in the areas of volunteer management and fundraising support.

Organizational Status

Reports to the Executive Director

Place of work

This position is an on-site role during peak volunteer season, with hybrid opportunities from November to February

Essential Duties

- Recruit and engage volunteers for Helens Acres Community Farm, including volunteer application process, onboarding and schedules and retention strategies
- Manage the Foundation's CRM platform and the input of necessary data, such as volunteer hours, fundraising transactions, and solicitation lists
- Oversee the calendar for Helen's Acres Community Farm, including the scheduling of educational experiences and corporate work events
- Administer the Foundation's project management system and track tasks, including reporting cycles for the Global Mission's portfolio
- Participate in creating new strategies to strengthen volunteer and donor engagement
- Create and execute the Foundation's written communications, such as newsletters, email campaigns, information sheets or other solicitations
- Manage the office and document library for Helen's Acres Community Farm
- Other administrative tasks as assigned by the Executive Director

Basic Skills and Qualifications

- Proven work experience in an administrative field
- Excellent verbal and written communication

- Time-management
- Process management and improvement
- Strong interpersonal abilities
- Attention to detail and capacity to organize diverse data sets
- Hands on experience with Office 365 (particularly MS Word and MS Excel)

Preferred Skills and Qualifications

- Understanding of basic financial concepts and systems
- Previous experience with donor CRM's or databases
- Experience with MailChimp or similar
- Previous experience in either volunteer coordination or fundraising

To Apply

Please send a resume and cover letter to bethany@trinitylegacy.ca. Applications will be accepted until the position is filled.