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**SECTION 1 IDENTIFYING INFORMATION**

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Position Title:

**Administrative Coordinator**

Supervisor's Title:

**Director of Finance and Administration**

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**SECTION 2 POSITION SUMMARY**

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Reporting to the Office Manager, the Administrative Coordinator is responsible for coordinating the administrative needs of the provincial office personnel, ensuring the office site is conducive to a welcoming and productive environment all while serving as the Alzheimer Society person-centered donor and client ambassador.

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**SECTION 3 DUTIES AND RESPONSIBILITIES**

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**Receiving and forwarding communication**

- Answer main telephone line and route callers to appropriate staff/department
- Greet and assist visitors in a warm, welcoming and professional manner
- Check main Alzheimer Society of Manitoba inbox and forward e-mails
- When possible, reply to general inquiries and resolve inquiries from non-clients
- Take donation and payment over the phone
- Put appropriate voice mail message for after hours and during holidays
- Receive and open all incoming mail. Date stamp and distribute correspondence to appropriate staff
- Anticipate the needs of clients, donors and general public in order to ensure their seamless and positive experience

**Reference:** [Staff procedure for answering telephone & responding to e-mails](#)

**Daily bank deposit**

- Process electronic bank deposit for cash and cheques
- Process credit cards
- Process pre-authorized monthly donations
- Balance money received to original mail
- Process and deposit cash at the local branch if/when needed

**Reference:** [Bank deposit procedure](#)

**Governance**

- Set up board meetings
- Prepare meeting packages
- Update and prepare annual board “binder”
- Arrange retiring board member recognition

**HR**

- Support staff hiring by collecting applications and setting up interviews
- Assist with developing and maintaining new staff on-boarding process including orientation, orientation process, ongoing training requirements
- Triage volunteer applications
- Assist office manager in maintaining volunteer database and organization wide recognition program
- Coordinate staff development days

**Organizational Development**

- Coordinate full staff meetings
- Maintain staff operational policies (under the direction of department sr mgr/director)
- Develop, update and coordinate the distribution of an organization-wide calendar
- Support organization-wide internal communications
- Coordinate and file Imagine Canada annual standards review

**Administration**

- Coordinate, supervise, and evaluate Finance and Administration department volunteers
- Assist with the coordination, direction and fulfilment of special projects
- Assist with special projects, such as process improvements and budget development
- Assist with developing and implementing new policies and processes as needed
- Delegate tasks and ensure that they are completed in accordance with existing policies and procedures
- Coordinate and supervise the daily management of equipment and facilities for the organization
- Serve as a liaison with external institutions, other offices and clients
- Update staff on mailing slips, routing slips, mailboxes etc
- Follow up returned mail and receipt inquiries

**Other**

- Participate in events, as part of the Finance and Administration team
- Follow Alzheimer Society of Manitoba policies related to Finance and Administration department
- Other duties as assigned by the Director of Development

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**SECTION 4 SUPERVISION EXERCISED**

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Supervises volunteers as requested

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**SECTION 5 POSITION REQUIREMENTS**

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- At least 2-years' experience in the administrative support field
- Experience working with databases
- Meticulous approach to administrative tasks
- Exceptional verbal and written communication and interpersonal skills
- Keen attention to detail, strong organizational skills

- Proficiency in computer software (Word, Excel, Outlook, Raiser's Edge), technology and equipment, including fax machines, printers, copiers, scanners, and computers
- Professional appearance and courteous manner

Interested applicants should submit their cover letter and resume by Tuesday, July 12, 2022 to:

Alzheimer Society of Manitoba  
Unit 10 – 120 Donald Street  
Winnipeg, Manitoba R3C 4G2  
Email: [alzmb@alzheimer.mb.ca](mailto:alzmb@alzheimer.mb.ca)

Reasonable accommodations are available to applicants with disabilities.

We thank all those who apply, but only those selected for an interview will be contacted.