

Job Posting

Data & Office Administrator

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the generosity of donors, we help transform health care for priorities such as seniors' health, mental health, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at 22 Covenant hospitals and continuing care sites across Alberta.

Covenant Foundation is seeking a Data & Office Administrator to join its growing team.

Reporting to the Foundation Director of Finance & Operations, the Data & Office Administrator will lead all daily administrative processes and functions. The successful candidate will handle our office calls, meetings and correspondence, coordinate HR and IT needs, maintain and support the development of policies and procedures, and manage handling of donations at the office. Further, this position will play a key role in the entry of records into our donor database.

Collaboration is a vital part of this role. As an enthusiastic team player, you will work alongside leaders and with the foundation's teams to ensure efficient and effective office operations.

As our Data & Office Administrator, your primary responsibilities will include:

- Effectively managing the day-to-day operations of the foundation office including opening and closing of the office; directing phone, in-person and electronic enquiries; and maintenance of supplies and office equipment.
- Maintaining internal staff documents and calendars, and organizing meetings and functions.
- Liaising with building management regarding lighting, temperature, damage and other related matters.
- Administratively supporting human resources (HR) activities such as recruitment and onboarding processes; coordinating information technology (IT) requirements.
- Collaborating on planning and organizing employee training and development.
- Liaising with internal IT support teams to ensure continuous delivery of quality service to meet the business needs of the foundation.
- Maintaining current understanding and documentation of the foundation's policies and operating procedures; ensuring timely review of policies as per the Policy Management Calendar and in alignment with Imagine Canada requirements.
- Facilitating the acceptance of charitable donations and preparation of bank deposits.
- Working with foundation teams to accurately code activity including incoming revenue and expenses.
- Entering charitable donations into the donor database in alignment with foundation data policies and procedures.
- Completing other duties as required.

The right candidate will demonstrate on their résumé:

- Diploma or certificate in Office Administration, or equivalent work experience in lieu of education.
- Three to five years' experience in a similar role, preferably within the non-profit sector.
- Proficiency in Microsoft Applications (MS Word, Excel, Outlook, PowerPoint).
- Strong internet search skills.
- Strong analytical and problem-solving skills with a demonstrated ability to generate timely, accurate and professional information/reports.



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- Excellent written and verbal communication skills.
- A proven track record of success in meeting coordination.
- Exceptional interpersonal skills that demonstrate poise, tact and good judgment.
- Self-directed, with excellent organizational, problem-solving and time-management skills.
- Strong understanding of protocol, discretion and professionalism.
- A history of being a positive and dynamic team player.

Why Covenant Foundation?

We believe in supporting our employees holistically by providing:

- Competitive pay: \$45,998 – 70,305 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex-spending account
- Hybrid remote/in-office work environment

To Apply

Please email your cover letter and résumé in one document to Sara Tharakan at foundation@covenanthealth.ca. Please include in your email subject line: **DATA & OFFICE ADMINISTRATOR**.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

Commitment to Diversity, Equity, Inclusion and Accessibility

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to Sara Tharakan at foundation@covenanthealth.ca.