

Office Administrator

THE OPPORTUNITY:

The Glenrose Hospital Foundation is seeking an office administrator to join our team. The successful candidate will provide support and coordination on foundation activities and processes and will actively permeate our culture of goodwill and philanthropy in the community. The ideal person is highly organized and can ensure the integrity of our records and donor interactions. They will manage multiple projects and tasks while working collaboratively with others in various working groups.

ABOUT THE GLENROSE HOSPITAL FOUNDATION:

We reimagine human ability. We work to educate, inspire and create awareness while fostering relationships with stakeholders. We raise and provide critical funding for initiatives that are core to our vision and support patients and their families. We continuously seek to push beyond the boundaries of what's possible to keep the Glenrose Rehabilitation Hospital at the forefront of rehabilitative care.

KEY RESPONSIBILITIES:

- **Comprehensive Administrative Support Across Departments:** Provide critical administrative assistance to all departments, including calendar coordination, document preparation and management, and serving as the first point of contact for answering incoming phone calls and managing the foundation's general inbox.
- **Board Relations:** Develop, organize, and manage documents for the Board of Trustees, ensuring precision and adherence to governance standards. Attend board meetings and other essential meetings, with responsibilities including agenda preparation, minute-taking, and the tracking of action items to ensure accountability and follow-through on decisions.
- **Financial Stewardship and Donor Relations:** Manage all aspects of gift processing, including the entry of donations, issuance of thank you letters, and generation of tax receipts. Ensure accurate data retrieval and reporting to support the Foundation's financial integrity and donor relationships.
- **Adaptable to Diverse Organizational Needs:** Take on additional duties as needed, demonstrating flexibility and a commitment to the foundation's success.

SKILLS AND QUALIFICATIONS:

- Relevant diploma in administration, business or communications; equivalents will be considered.
- Work experience in an office or not-for-profit organization is an asset.
- Experience with a database or CRM platform is an asset.
- Keen ability to identify needs, troubleshoot issues, work collaboratively, manage relationships strategically and align interests.

SECURITY CLEARANCE CHECK:

All new employees must provide a satisfactory Canadian criminal record check at the start of their employment.

HOURS OF WORK:

This is a contract position requiring approximately 15-20 hours per week. Please note that hours may fluctuate based on workflow and project demands.

Location: Glenrose Rehabilitation Hospital, 10230 – 111 Ave NW, Edmonton, AB. A hybrid work environment can be considered.

COMPENSATION RANGE:

\$25-\$30/hour, dependent on experience.

APPLYING:

Please include a cover letter with your resume. Closing Date: May 30, 2025

Forward resume with cover letter to: info@glenrosefoundation.com.

The Glenrose Hospital Foundation is an equal opportunity employer. We welcome applications from people with disabilities and can provide accommodation during hiring processes. We value the diversity of the people we hire and serve. Diversity at the Glenrose Hospital Foundation means fostering a workplace in which individual differences are recognized, appreciated and respected, as well as responded to in ways that fully develop and utilize each person's talents and strengths.

For more information about our accessible workplace, including disability accommodation, please get in touch at info@glenrosefoundation.com.