



Administrative Assistant, Saskatchewan Branch

Location

Saskatoon, SK; Branch Office based.

Position status

This is a regular staff position Full-time 35 hours per week. *Note: the possibility of working less than 35 hours/week may be an option.* Office hours are Monday to Friday 8:30-4:30, Occasional weekends and evenings may be required.

We are seeking to fill this position immediately, but it will remain open until a suitable candidate is found.

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days per year
- 15 paid holidays per year
- Participation in the Group Insurance Benefits
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

You have strong interpersonal and organizational skills and enjoy working with others to build and serve the kidney community and contribute to the development of The Kidney Foundation of Canada (KFOC) in Saskatchewan.

In support of the overall Branch Strategy of enhancing capacity to engage volunteers, build relationships among all KFOC Stakeholders, and developing community initiatives, the Administrative Assistant will provide support to the Manager, Fund Development and Community Relations, and the Manager, Indigenous Relations.

Reports to: Manager, Fund Development and Community Relations.



What You Will Be Doing:

Fund Development

- Assist in coordinating Kidney Walks, the Cash for the Holidays 50/50 Raffle, and third-party fundraising events.
- Assist in gathering information and maintaining data for various fundraising initiatives.

Indigenous Initiative

- Maintain all documents on SharePoint.
- Gather information as required.
- Assist with various initiatives.

General Support

- Act as key administrator for Rosterfy (volunteer database).
- Coordinate meetings as required.
- Assist in recruiting, training, and stewarding volunteers.
- Other administrative duties as required.

Qualifications, Skills and Experience Needed:

- Strong computer skills including proficiency with Microsoft Office Suite and Microsoft Office 365.
- Demonstrated exceptional customer service attitude and skills, including the ability to develop and maintain positive relationships with constituents and colleagues.
- Initiative – anticipates needs and works to stay ahead of the game.
- Works with strong capacity for self-management, with minimal supervision.
- High work standards and professionalism.
- Adaptability and well-developed organizational skills.
- Demonstrated ability to handle a variety of projects and manage deadlines and priorities.
- Excellent communication skills – verbal, listening, and writing. Fluent in English.
- Problem solving skills.
- Attention to detail and accuracy.
- Possesses tact and diplomacy and works effectively in a team environment.
- Must have Driver's license and access to a vehicle.
- Flexibility to work some evenings and weekends as may be required occasionally.

How to apply?

Please send your resume with the subject line: Administrative Assistant Position. Include a cover letter telling us why this position appeals to you and why you think you are well suited for this position. Please include your salary expectations.



The Kidney Foundation of Canada, Saskatchewan Branch
A3- 116 103rd St E; Saskatoon, SK S7N 1Y7
ATTN: Hiring Manager
Email: info.sk@kidney.ca

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position is available immediately but will remain open until a suitable candidate has been found.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.