



Advice of Position Vacancy – External Posting

Date:	February 22, 2019
Position Title:	Administration Officer
Posting Number:	2019-01
Status:	Permanent Full Time
Closing Date:	Position remains open until filled. Please reply to Human Resources at humanresources@drpeter.org

The Dr. Peter AIDS Foundation provides compassionate HIV care for people living with significant health and social issues including mental illness, trauma, addictions, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently searching for an Administrative Officer to join our Executive Office on a full time basis. The Administrative Officer reports directly to the Executive Director.

Position Summary: The Administrative Officer provides support to the Executive Director and other senior managers as directed. This position works directly with, and reports to, the Executive Director to ensure the effective and efficient work of the executive office. The position will also provide some database administrative support for donors.

Key Responsibilities:

The Administration Officer is responsible for the following:

- Manage and maintain calendars for the Executive Director;
- Schedule meetings with donors and sponsors;
- Make travel arrangements; prepare itineraries and maintain travel vouchers and records;
- Be the key link for Board administration including liaising with Board Members, scheduling, preparation of board packages, attending board and committee meetings and minute taking;
- Background writing for the Executive Director, including communication with donors;
- Research, compile, assimilate, and prepare confidential and sensitive documents;
- Write speaking notes and meeting profiles;
- Schedule meetings with donors and sponsors;
- Database entry and contact management including processing of donations and financial reporting;
- Establish and maintain various filing and records management systems;
- Compile and maintain records, statistical information and reports;
- Ability to work at Dr. Peter AIDS Foundation events in a supporting capacity;
- Performing other related duties as assigned/required.

**Education, Qualifications and Experience:**

The preferred education, qualifications and experience of the Administrative Officer are:

- Bachelor degree preferred;
- Minimum of three (3) years' experience in an Administration Assistant, Office Assistant, Office Administrator role;
- Proficient with Outlook, data entry, Word and Excel.

Required Competencies:

The Administration Officer must possess the following competencies:

- Detail oriented;
- Excellent verbal and written communication skills;
- Time management and organizational skills;
- Flexibility and adaptability;
- Dedication to providing excellent support and service;
- High degree of integrity;
- Discrete and able to hold information in confidence;
- Commitment to task and mission of the Dr. Peter AIDS Foundation.

General Working Conditions:

This is a full time position that requires flexibility, the ability to prioritize workload, and to work in a fast-paced environment where demands and deadlines may change with short notice. The incumbent will thrive in an environment of self initiative, collaboration, respect and teamwork. Working closely with the Executive Director, the AO will ensure confidentiality and conduct daily business in a professional and ethical manner.

Working hours must be flexed in order to meet deadlines, and to support many operational functions/activities that may occur outside of the normal business hours. Evening and weekend work may be required.

We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails and we are able to respond only to those applicants who are being considered for an interview.