



26 Norfolk Street, Guelph, Ontario, N1H 4H8

Ph. 519-836-6311 Fax. 519-836-2716 email: facts@guelphforlife.com www.guelphforlife.com

Job Posting: Administrative Assistant

About us: Guelph & Area Right to Life is a pro-life, human rights organization that has been serving Guelph & Wellington County since 1974. With two staff members and a dedicated team of volunteers we promote respect and protection of every human life through education, advocacy and outreach. Our Sanctuary Outreach program also offers practical support to those experiencing unexpected pregnancy.

Position summary: The Administrative Assistant will provide operational and administrative support for Guelph & Area Right to Life. Performing a variety of administrative duties and logistical services in support of the operations of Guelph & Area Right to Life, the Administrative Assistant contributes to the effectiveness of the organization as a whole.

Job type: Part-time, 15 hours per week.

Schedule: Monday - Friday

Salary: \$20 per hour

Job duties

Provide general clerical duties including ordering office supplies, printing and photocopying

Update and maintain donor records and contact lists

Update and maintain electronic and paper filing systems

Prepare large-scale lettermail mailings

Update volunteer listings

Greet visitors and answer phone

Assist in resolving office technology issues

Assist in preparing materials for meetings, conferences, events and activities

Initiate donor thank you letters and acknowledgements

Organize and keep record of outreach materials and resources

Other duties as assigned

Requirements and skills:

Commitment to pro-life values
Excellent written and verbal communication
Time management and organizational skills
Professionalism

Experience and education:

Administrative experience: 1-2 years
Education: High school diploma

To apply for this position, please submit a cover letter and resume.

We thank all applicants for their interest however only those selected for an interview will be contacted.