



## **Administrative Assistant Permanent, Full-Time**

### **Belleville General Hospital Foundation**

Belleville General Hospital is one of four hospitals within Quinte Health, an integrated system serving a diverse population across a 7,000 square kilometre catchment area. As the fundraising partner for the Belleville General Hospital site, the Belleville General Hospital Foundation supports exceptional, compassionate care by funding leading-edge equipment and expansion projects that benefit patients, families, and the broader community.

The Belleville General Hospital Foundation is currently seeking a permanent, full-time Administrative Assistant to join our operations team. This role is integral to the smooth functioning of the Foundation office and provides administrative, data, event, and executive-level support in a dynamic, mission-driven environment.

### **Position Summary**

The Administrative Assistant is responsible for front-line reception, office operations, donor services and data support, event logistics, and direct administrative support to the Executive Director. The ideal candidate is highly organized, detail-oriented, professional, and comfortable managing multiple priorities while contributing to the Foundation's impact in the community.

### **Key Responsibilities**

#### **Administrative & Executive Support**

- Provide high-level administrative support to the Executive Director and Foundation staff
- Coordinate schedules, meetings, travel arrangements, and related logistics
- Prepare and maintain reports, correspondence, presentations, and internal documentation
- Support internal planning, tracking, and follow-up for administrative and operational initiatives, including funding requests and purchase orders

## **Donor Services, Data & Stewardship Support**

- Serve as the first point of contact for donors, partners, and visitors
- Process in-memory and in-honour donations in Raiser's Edge, including acknowledgements, next-of-kin correspondence, and Donor and Memorial Wall updates
- Maintain accurate donor, event, and attendance records, including use of the Raiser's Edge Events module
- Assist with stewardship reporting, donor lists, and light direct mail activities
- Support basic data analysis and reporting
- Prepare bi-weekly payroll records and support internal reporting, ensuring data accuracy, confidentiality, and integrity

## **Office Operations & Reception**

- Oversee front-office operations, including reception coverage and phone and email inquiries
- Manage incoming and outgoing mail, courier services, and office supply inventory
- Ensure the Foundation office operates efficiently and professionally

## **Event & Program Support**

- Assist with back-end logistics for fundraising events and special initiatives
- Coordinate event materials, communications, and documentation
- Support post-event follow-up, reporting, and volunteer coordination

## **Position Requirements**

- 3–5 years of progressive administrative or office coordination experience, preferably in a complex, regulated, or mission-driven organization
- Experience supporting senior leadership and/or management teams, including meeting coordination, documentation, and records management
- Strong ability to manage confidential information and competing priorities with professionalism
- Proficiency with Microsoft Word, Outlook, and Excel, as well as database or CRM systems like Raiser's Edge

## **Working Conditions**

- Primarily office-based with minimal physical risk
- Periods of deadline-driven work
- Standing for extended periods during events
- Some travel, evening, and weekend work may be required
- Non-smoking and alcohol-free environment

## **Why Join Our Team**

- Annual Salary: \$45,000–\$55,000, based on qualifications and experience
- Hours: 8:30 a.m. – 4:30 p.m.
- Professional development is encouraged and supported
- Comprehensive healthcare benefits
- Healthcare of Ontario Pension Plan (HOOPP)
- Be part of a small, collaborative team making a meaningful difference in the local community

## **Application Instructions**

Please submit your cover letter and resume (PDF or Word document) by email to:  
70agrydziusko@quintehealth.ca

## **Application Deadline**

Rolling acceptance with an anticipated start date of Tuesday, February 17, 2026.