



JOB POSTING

Community Relations & Resource Development Department

Resource Development Assistant

Full-Time, Contract End Date-January 26, 2024

1 Position

Wage: \$20.82 to \$23.43 Per Hour

Posting No. MS0415

POSITION SUMMARY:

The Resource Development Assistant will assist with the effective and efficient daily operation of the Community Relations and Resource Development Department in keeping with the organization's missions, vision and values.

KEY RESPONSIBILITIES:

- Support the donations process as part of a small but very busy donor relations team during the Fall and Christmas seasons.
- Answer the donations phonenumber and safely connect with donors who come to the building
- Open and sort donations in the mail, enter gifts in Raiser's Edge accurately and in a timely manner, create and mail donation receipts and letters.
- Support the Fall and Christmas donation drives – this would include reaching out to past and new donors, assisting with distribution of the donations to the appropriate program, taking photos for social media, thanking the donor, as well as collecting and inputting gift-in-kind donations into Raiser's Edge.
- Communicate with donors over the phone as needed (thank you calls, follow up questions)
- Identify and advise the Director of Development of potential donor relations issues and/or opportunities
- Assist the Development Team as needed
- Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times

QUALIFICATIONS:

- Working knowledge of Microsoft Office (Excel, Word)
- Familiarity with Raiser's Edge is an asset
- Ability to enter data with accuracy and timeliness
- Excellent ability to work within a team setting
- Excellent customer service
- Exemplifies loyalty, confidentiality, tact and courtesy
- Committed to uphold the organization's mission, values and standards

HOURS OF WORK:

- 37.5 hours per week Monday through Friday

REQUIREMENTS:

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test
- Proof of double COVID-19 vaccination, or willingness to register to receive these vaccinations as soon as possible

COMPENSATION:

- Wage starts at \$20.82 per hour

**To apply for this position, please send your cover letter and resume to:
Director of Human Resources
Mission Services of Hamilton
P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com
This posting will remain open until filled.**

To ensure that Mission Services follows a fair, consistent recruitment and selection process, candidates may be selected for interview once the posting closes as per the date noted in this posting

At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities, and those with lived experience of abuse, food insecurity, homelessness, mental health difficulties and addictions.

Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.