



Position: Office Manager
Term: Seasonal, Full Time
October 4, 2010 to January 28, 2011

Since 1954 CHED Santas Anonymous has delivered the spirit of Christmas by providing new toys for less fortunate children in Edmonton.

The **Office Manager** is responsible for the general administration of the office, supervision of office volunteers and assisting the Executive Director in the day-to-day operations of the campaign.

Main Tasks:

- Communicate with the general public, donors and volunteers
- Maintain donor and volunteer files
- Prepare bank deposits
- Facilitate internal communications for staff and volunteers
- Schedule pick up drivers for toy collection locations
- Liaise with third party fundraising donors
- Control of incoming and outgoing e-mail and updating the website
- Supervision, training and scheduling of office volunteers
- Responsible for ordering office and warehouse supplies
- Additional duties as assigned

Qualifications and Attributes:

- A clear criminal record check
- Excellent communication and organizational skills
- Quick Learner, skilled at multi-tasking and problem solving
- Ability to work independently and as a member of a team
- Proficient with Microsoft Office programs, databases, email and the internet
- Available to work rotating evening and weekend shifts (Nov 15 to Dec 23)
- Must be available December 18 and 19
- Reliable transportation
- Basic IT skills and knowledge of Joomla! is an asset
- Experience or education in volunteer management or training adults would be beneficial

Interested applicants are invited to submit a resume and covering letter

- via email with a subject line of "Office Manager"
- to CHED Santas Anonymous c/o 5204 84 Street , Edmonton T6E 5N8

Resumes accepted until September 13, 2010

Lana Nordlund, Executive Director
CHED Santas Anonymous
lane@santasanonymous.ca