



Job Title: Reception/Office Coordinator

Organization: Cornwall Community Hospital Foundation (CCHF)

Open Positions: 1

Job Type: Temporary Part Time (Non-Union)

Hours of work: Monday to Friday, 9 a.m. to 3 p.m. (30 hrs/week) with opportunity to increase up to 37.5 hours during busy periods.

Salary: \$22.31/hour. Additional 13% in lieu of vacation pay and benefits each pay period. Opportunity to review contract at one year to extend or increase to full time.

Primarily reports to: Executive Director

About Cornwall Community Hospital Foundation

An official registered charity, Cornwall Community Hospital Foundation's fundraising efforts help CCH make exceptional care possible. Together with local donors, CCHF's fundraising helps fill the gap where government funding stops, allowing our hospital to purchase urgently needed medical equipment, build clinical spaces, and fund projects that keep our community healthy.

CCHF is an independent organization and official registered charity with its own Board of Directors. While CCHF has an office onsite at the hospital, employees of the Foundation are not employed by the hospital.

As a partner and stakeholder of Cornwall Community Hospital, employees of the Hospital Foundation will follow requirements deemed to create a safe environment for patients/clients, families, staff, physicians, and volunteers.

Our ideal candidate

Are you a positive, community-minded individual whose organizational skills, customer service, and attention to detail could make an impact on our small team? Do you enjoy administrative activities and take pride in your work, and can you handle multitasking in a bustling office environment? Are you a punctual, solutions-oriented, and computer-savvy team player who can adapt to change and work independently to manage your responsibilities?

Given CCHF's mission, can you take pride in supporting our hospital and its healthcare workers, for the good of local patients and their families? If our "ideal candidate" sounds like you, we'd love to receive your application.

Key Responsibilities:

- Greet scheduled and unscheduled visitors to CCHF's office.
- Be responsible for opening and closing the office (9 a.m. start, 3 p.m. close).

- Learn about CCHF's key activities, answer general questions, and/or direct queries to other personnel.
- Answer the phone and direct information to other personnel as appropriate.
- Manage CCHF's general voicemail line, prepare greetings, proactively check messages, and redirect them to other personnel as required.
- Visit hospital mail room, open mail as appropriate, and direct donations, invoices, or correspondence to other personnel. Manage administrative duties to track and file mail as required.
- Work with the financial administrator to help prepare deposits and arrange for driver pick-up.
- Keep front desk area organized and tidy. Manage and organize storage.
- Keep track of office supplies and place orders as appropriate.
- Manage signing and distribution of documents and cheques in communication with Executive Director and Board Chair.
- Update and distribute CCHF's materials throughout the hospital, as required. Keep CCHF's public displays updated with information as requested by other personnel.
- Take walk-in donations, track details, provide temporary receipts and update financial administrator.
- Sell CCHF lottery tickets at front desk; answer questions about the lottery; track, update and organize lottery information. Contact biweekly lottery winners and arrange for pick-up of winnings at CCHF office.
- Learn CCHF's online donor software, helping to verify data and conducting data entry as required.
- Conduct light internet research at request of other personnel and organize details in an organized report.
- Scan documents, make copies, print documents, distribute correspondence with other personnel, and complete light filing.
- Make follow-up calls to suppliers or stakeholders, and book services or meetings as required.
- Create and track RSVP lists when CCHF conducts events. Follow-up with attendees as required.
- Provide administrative support related to event planning. Periodically attend offsite CCHF events (up 2-3 x a year) to provide support for other personnel and donor attendees.
- Help manage Executive Director's calendar and schedule.
- Track tribute gifts (donations in memory of local community members) and send cards to donor families.
- Attend team meetings, take meeting minutes, and distribute to other personnel.
- Conduct additional administrative or support duties for personnel as required.

Requirements of the position:

- Strong attention to detail and experience with administrative duties.
- Strong oral, written, and organizational skills.
- Professional demeanour with experience delivering excellent customer service.
- Proficiency working with Microsoft Office (Outlook), Microsoft Word, and Microsoft Excel.
- Demonstrated comfort level to learn and adapt to new software.
- Ability to manage confidential information with discretion.
- A positive attitude with an eagerness to learn new things and work as a team.

Assets:

- The ability to converse in French is considered an asset.
- An artistic or creative flare is considered an asset.

To apply: Please apply to Job ID #J0822-0805 by visiting: <https://www.cornwallhospital.ca/joinourteam>