

## **Position: Administrator**

**ALPHA Education** is an educational charitable organization that promotes a critical understanding of the history of WWII in Asia, and values of humanity and social justice. We accomplish this through 4 directions: engaging educators and students, empowering youth, connecting with the community, and supporting research. (Website: [www.alphaeducation.org](http://www.alphaeducation.org) )

Currently the organization is undertaking a project to build the ASIA PACIFIC PEACE MUSEUM in Toronto.

We are seeking a dedicated ADMINSTRATOR with at least 3 years of working experiences in similar position preferably in a non-profit setting to join the ALPHA Team.

### **CORE COMPETENCIES:**

- Language competency: excellent written and oral communication skills in English.
- Computer skill competency: advance level Microsoft office, database, internet and webs ite maintenance, knowledge of Adobe Creative Suite an asset
- Qualification: Bachelor degree and above
- Excellent interpersonal, organizational, time-management, prioritization and problem-solving skills
- Receives feedback positively, quick to learn and follow through
- Ability to work independently and as part of a team
- Be a self-starter, creative and highly motivated

### **DUTIES AND RESPONSIBILITIES:**

#### **Corporate**

- Coordinates board meetings and annual general meeting
- Prepares meeting agenda and records minutes of meeting
- Liaises and coordinate with legal, insurance and other corporate issues

#### **Project coordination**

- Coordinates a variety of activities related to events, programs, and meetings
- Liaises with media and prepares media advisory and release

#### **Donation and Fundraising**

- Maintains donor database
- Prepares donor reports for management review
- Coordinates fundraising events

#### **Human Resources**

- Updates HR manual and policies in consultation with ED
- Manages records of staff work hours and vacation
- Coordinates recruitment of new hires and volunteers
- Prepares orientation and contract packages for volunteers and new hires
- Takes charge of volunteer management and appreciation initiatives/activities

### **General Administration**

- Liaises, coordinates and manages building maintenance and renovation
- Manages phone calls, messages and mails
- Research for quotes and make purchases of office equipment, supplies and services
- Manages sales of merchandise – books and DVD online and follow up with sales
- Manages office communication network, equipment and environment
- Installs software updates as required
- Updates contact database
- Updates website content as needed

If you meet the above requirements and find the cause of ALPHA and the job described of interest to you, please send in **your resume with cover letter and two work references, of which one reference is from your most recent employer** to [hiring@alphaeducation.org](mailto: hiring@alphaeducation.org), quoting the job title “Administrator”. Applications are processed in the order in which they are received.

**Office Location:** 1775 Lawrence Ave East, Scarborough

**Working Hours:** 37.5 hours per week

**Salary:** on annual basis, based on experience

**Intended start date:** IMMEDIATE