



**Ontario
REALTORS Care®
Foundation**

Full Job Description

Administrative Assistant

Full Time, Permanent

Hybrid – 2 days per week in office, Toronto

About the Ontario REALTORS Care® Foundation (ORCF)

The OREA Foundation was founded as the Canadian Real Estate Board Foundation - Ontario Fund in 1967 as part of the Canadian Real Estate Association (CREA) Foundation. In 1977 the Foundation returned as a provincial organization -- named the Ontario Real Estate Association (OREA) Foundation. For 22 years, from 1977 to 1999, grants were made to a variety of charitable organization across Ontario. In 1999 the decision was made to focus grant monies primarily to shelter-based charitable organizations. In 2002 the Foundation Board introduced the fellows program to recognize special donors to the Foundation.

Four years later the Foundation celebrated another exciting change. In 2006 the name of the Ontario Real Estate Association (OREA) Foundation changed to the REALTORS® Care Foundation. Since its original inception the Foundation has granted more than \$12 million, on behalf of the Ontario Realtors® to shelter-based organizations across the province.

Mission Statement

The Ontario REALTORS Care® Foundation enables and empowers REALTORS® across Ontario to fundraise in support of shelter-related causes in the communities in which they live and work.

Vision Statement

The Ontario REALTORS Care® Foundation will raise at least \$5 million per year by 2027.

To learn more about the work of The Ontario REALTORS Care® Foundation visit www.realtorscareontario.ca.

About the Position

The Administrative Assistant role serves to primarily provide coordination and administrative support to the Ontario REALTORS Care® Foundation Executive Director and Board of Directors.

KEY RESPONSIBILITIES:

ADMINISTRATION & COORDINATION DUTIES:

- Schedule meetings, prepares agendas and meeting reminders, creates and circulates minutes
- Prepares, coordinates and distributes all materials relating to Board of Director, AGM and all Committee/ Task Force meetings
- Drafts clear and accurate correspondence for approval, prioritizes assignments within general guidelines; researches and responds to enquiries
- Intake and coordination of all grants related to our Every REALTOR® Cares Campaign and Express Grants programs
- Support the administration of Foundation events (registration, logistics, expenses, etc.)
- Issue and facilitate mailing of tax receipts and acknowledgement letters for eligible donations
- Performs general office duties, resolving routine inquiries
- Process department invoices
- Provide administrative support to new and ongoing projects

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Post-secondary diploma in office administration preferred
- 2-3 years' experience working in office administration

PREFERRED SKILLS/CAPABILITIES:

- Superior attention to detail and process/process improvement
- Strong organizational skills and ability to prioritize tasks
- Excellent computer skills, proficiency in MS Office (Word/Excel/Outlook)
- Demonstrated success working in a team environment as well as the ability to work independently
- Proven experience in dealing with high volume of work, tight deadlines and ability to deal with competing priorities
- Proven sound judgement and an ability to exercise high levels of tact and diplomacy with confidential and/or sensitive information
- Effective oral and written communication skills
- Excellent interpersonal skills

This position demands strong listening and editing skills. The position requires accurate keyboarding skills, sitting for long hours and constant viewing of computer screen.

Other Details

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RPP match
- Vision care

Schedule:

- Monday to Friday

Work Location: Hybrid remote in Toronto, ON

Application deadline: 2023-01-20

Interested applicants should send their resume and cover letter in confidence to recruit@orcf.ca on or before January 20, 2023. We thank all applicants in advance of their interest in the Ontario REALTORS Care® Foundation but only those selected for an interview will be contacted.

The Ontario REALTORS Care® Foundation will provide reasonable accommodation upon request. Please let us know if you have a need for any accommodation.