L'Abri en Ville Job Offer: Administrative Technician

L'Abri en Ville is a non-profit organization that provides housing and community support to people with mental illness. Each of our ten apartments has three residents who are supported by a team of volunteers as well as professional coordinators of L'Abri. We are seeking an experienced and detail-oriented individual to help manage data entry, fundraising platforms and other administrative needs.

REQUIRED SKILLS AND QUALIFICATIONS:
- Proven experience with donor software such as Donor Perfect
- Solid understanding of basic bookkeeping is essential, with a good understanding of accounting principles
- Aptitude for managing donations and tracking fundraising tools
- Interest in basic research of potential donors to assist the fundraising committee
- Strong background and proficiency in Excel, Word, Outlook, Internet
- Proven experience working in data entry and basic accounting
- Ability to upgrade and maintain databases and manage the office information system
- Prior experience in coordinating special events for non-profits
- Detail oriented with the ability to take initiative
- Ability to establish priorities
- Demonstrated organizational discipline when it comes to administrative tasks
- Proven ability to work independently and autonomously within a team environment

EDUCATION AND EXPERIENCE:
- College DEC with at least three years of office work experience
- Bilingual, French and English, oral and written
- Familiarity with non-profit or community organizations

WORK HOURS & SALARY
- 21 hours per week, part-time (the work hours can be flexible as long as they fit into a regular work week).
- Salary to be discussed; based on experience

Reporting to the Executive Director

Please send cover letter and CV to: Attn: Personnel Committee
Mail: L'Abri en Ville 2352 Duvernay Street, H3J 2X1 Montreal, QC
Email: info@labrienville.org Subject: Personnel Committee
Website: www.labrienville.org

Only candidates selected for an interview will be contacted.   Thank you for your understanding.