

# Client Relations Assistant

Spirit of the North Healthcare Foundation is seeking a full time front office administrator. The Client Relations Assistant plays a vital role in supporting the Foundation's fundraising initiatives and donor relations. This position ensures efficient operations, supports Foundation activities and events, and provides a welcoming and professional atmosphere for guests, donors and volunteers. We are a small team with a big mandate in garnering support for bringing the best of care closer to home in the north.

## Key attributes include:

- **Friendly and outgoing personality.**
- **A high degree of customer service expertise required.**
- **Able to organize and multitask in a fast paced office.**
- **Provide reception, clerical, and administrative support.**
- **Serve as corporate secretary in support of the Board of Directors.**
- **Support fund raising initiatives and donor development.**
- **Solid understanding of Microsoft Office, MS Word and Excel required.**
- **Previous experience with Raiser's Edge would be considered an asset.**
- **A background in finance or accounting would be an asset.**
- **Past experience in the Charitable Sector preferred.**
- **We provide competitive wages and benefits, MPP, along with a flexible work schedule.**



Please reply directly to Esther Prosser,  
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[esther.prosser@northernhealth.ca](mailto:esther.prosser@northernhealth.ca)

While we appreciate applications of interested candidates,  
only those shortlisted will be contacted.