



### About the Kateri Memorial Foundation:

Founded in 1980, the KMF is a registered non-profit enhancing health services in Kahnawà:ke. We organize fundraising events, run charitable programs, and provide grants to support community initiatives, powered by a dedicated staff and volunteers.

## Employment Opportunity

### Office Administrator/Donation Coordinator

*Supports daily operations of the Kateri Memorial Foundation, assisting the Executive Director, Board of Directors, staff, volunteers, and donors with administration, donor coordination, and organizational tasks.*

#### Required Documents:

- CV & Cover Letter
- One (1) Piece of Photo I.D.
- Two (2) Professional References

**APPLY NOW**

Send Your CV To :  
[kateri.foundation@kmhc.ca](mailto:kateri.foundation@kmhc.ca)

*\*Deadline to Apply:*

*Open until filled\**



P.O. Box 2034 Kahnawake, Qc. (450) 633-0276 Kateri.foundation@kmhc.ca

## Internal / External Job Opportunity

*The **Kateri Memorial Foundation (KMF)** is a registered charitable organization dedicated to supporting and enhancing health services, community programs, scholarships, and initiatives in Kahnawake. Supported by a small, dedicated staff team and volunteers, KMF works collaboratively to ensure lasting community impact.*

POSITION	<p><b>Office Administrator &amp; Donation Coordinator</b></p> <p><b>Status:</b> Full-Time (6-month probationary period)</p> <p><b>Hours:</b> Monday to Friday, 8:30 a.m. – 4:00 p.m.</p> <p><b>Location:</b> In-person, KMF Office</p> <p>Kateri Memorial Hospital Centre</p>
JOB SUMMARY	<p>The Office Administrator &amp; Donation Coordinator is a key administrative role supporting the daily operations, donor relations, and governance functions of the Kateri Memorial Foundation. Working closely with the Executive Director, this position provides professional administrative and organizational support to staff, Board members, donors, volunteers, and community partners.</p> <p>This role requires strong organizational skills, discretion, attention to detail, ability to multitask and the ability to build positive working relationships across the non-profit and community sectors.</p>
SALARY	<p>\$22.00 – \$27.00 per hour, based on experience</p>
REQUIREMENTS	<p>Post-secondary education in a relevant field or equivalent experience</p> <p>Minimum two (2) years of administrative experience</p> <p>Experience in a non-profit, charitable, or public-sector environment</p>
APPLICATIONS	<p>Please submit a complete application package including:</p> <ul style="list-style-type: none"><li>• Professional resumé</li><li>• Letter of intent</li><li>• Two (2) letters of reference <i>or</i> contact information for two professional references</li><li>• One (1) piece of photo I.D.</li></ul> <p><b>Submit applications to:</b>     <b>kateri.foundation@kmhc.ca</b></p> <p><i>Preference may be given to Indigenous candidates.</i></p> <p><i>Incomplete applications will not be considered.</i></p>

APPLICATION DEADLINE:     **OPEN UNTIL FILLED**

## **Key Responsibilities**

### **Donation Coordination & Donor Support**

- Process incoming donations and maintain accurate, current donor records
  - Generate tax receipts and donor acknowledgment letters
  - Identify major donations requiring special recognition or follow-up
  - Track, analyze, and report on donation patterns and trends using collected data to support reporting and forecasting
  - Ensure consistency and accuracy in donor data entry and record-keeping practices
  - Guide staff and volunteers on the proper collection and recording of donor information
  - Make recommendations to the Executive Director regarding donation-related procedures, and best practices
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### **Administrative & Executive Support**

- Provide comprehensive administrative support to the Executive Director, including scheduling, correspondence, and follow-up
  - Maintain organized electronic and physical filing systems
  - Serve as a primary point of contact for general inquiries, donors, partners, and community members
  - Provide reception support as required, including answering calls, greeting visitors, and routing inquiries appropriately
  - Exercise sound judgment in determining which matters require immediate attention from the Executive Director
  - Act as a key liaison for Board members and coordinate monthly Board of Directors meetings
  - Assist in preparing board agendas, briefing materials, reports, and presentations
  - Ensure accurate recording, transcription, and filing of board meeting minutes
  - Support the creation of professional documents, presentations, and materials using Microsoft Office, Google Workspace, and Canva
  - Perform additional administrative duties as required to support daily office operations
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### **Human Resources Support**

- Supporting HR processes related to recruitment, onboarding, evaluations, and staff work plans
- Assisting in drafting job descriptions and circulating job postings
- Maintaining applicant and employee records, ensuring accuracy, confidentiality, and compliance
- Supporting recruitment activities and onboarding processes
- Assisting in identifying training and professional development opportunities for staff and board members
- Preparing and distributing internal communications on behalf of the Executive Director

### **Team Participation & Representation**

As a member of the KMF team, the Office Administrator & Donation Coordinator will:

- Attend and actively participate in staff meetings
  - Attend and support all KMF public and fundraising events
  - Represent the mission, values, and professionalism of the Kateri Memorial Foundation
  - Contribute positively to a collaborative, respectful, and community-focused work environment
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### **Qualifications**

#### **Education, Experience & Skills**

- Post-secondary education in a relevant field or equivalent vocational training
- Minimum of three (2) years of relevant administrative experience
- Experience working in a non-profit, charitable, or public-sector environment
- Strong administrative, organizational, and time-management skills
- Exceptional attention to detail and accuracy
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience using Google Workspace (Docs, Sheets, Drive, Calendar)
- Experience using Canva to create professional documents and visual materials
- Strong interpersonal and relationship-management skills
- Ability to multitask and work independently

- ☐ Ability to interact professionally and confidently with donors, board members, partners, and the public
- ☐ Ability to handle sensitive information with integrity, discretion, and confidentiality
- ☐ Ability to follow written and verbal instructions and work independently
- ☐ Comfort working in a dynamic and evolving environment

**Assets (Not Required):**

- ☐ Proficiency in Kanien'keha
- ☐ French language proficiency