

Administrative Assistant, Philanthropy (Part-time 20 hours/week)

The Opportunity

Knowledge Network, British Columbia's Public Broadcaster and Streamer is seeking a part-time energetic and organized Administrative Assistant to join our Philanthropy team. Reporting to the Director of Philanthropy and Planning, you'll enjoy a work-life balance while working 20 hours per week in a friendly, dedicated team environment.

You'll be responsible for a broad and diverse range of administrative activities and processes which support the overall fundraising efforts for the organization. From updating and entering donor and donation information, to supporting the planning and execution of donor screening events, to supporting major and planned giving activities, you'll have the opportunity to learn and grow while being a crucial team member who touches all aspects of the Knowledge Partners philanthropy program.

This position is designed to work four hours per day during business hours; five days per week. We are open to discussing reasonable modifications to this schedule.

Who We Are:

Knowledge Network is British Columbia's provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique – we are not selling a product but providing a public media service rooted in the values of commitment, curiosity, inclusivity and accountability.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers curated programming from all over the world and award-winning Knowledge Originals from BC filmmakers. We provide British Columbians with trusted free and commercial-free content that enriches minds, fosters understanding and contributes to a connected and more informed society.

We respectfully acknowledge the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Peoples on whose unceded traditional territories our Burnaby office is located.

What You will be Doing:

- Providing administrative support to the fundraising team, particularly the Planned and Major Gift area and Annual Fund operations including:
 - Typing, formatting and revising a large volume of donor correspondence based on current brand standards and guidelines.

- Typing, formatting, packaging and mailing Planned and Major Gift correspondence and marketing materials on both a monthly and ad hoc basis.
- Data entry and organization of recognition forms, donor updates, estate documents, donations of stocks or securities and donations from donor-advised funds and foundations
- Conducting detailed proof reading of the broadcast schedule in our bi-monthly magazine before print.
- Preparing agendas and recording minutes from monthly department meetings
- Submitting internal creative briefs for marketing materials to Knowledge's internal brand department
- Other administrative duties as required
- Providing backup to various Philanthropy team members including:
 - Taking viewer and donor calls to accept donations, answer inquiries or receive feedback
 - Importing, verifying and updating digital subscriber lists
 - Assisting with database clean up tasks as needed
- Supporting the planning and execution of donor screening events including:
 - Assisting with event logistics, coordination and documentation
 - Coordinating with vendors, internal and external stakeholders as needed

What You Bring to the Team:

Experience & Knowledge:

- Minimum two years of experience in a similar administrative role, ideally with a focus on fundraising or event planning.
- Advanced level capabilities in Microsoft 365, including familiarity with OneDrive, Teams, Outlook and specifically skilled in Excel and Word.
- Experience in document management including version control, naming conventions and filing processes.
- Experience working with a database, CRM or fundraising software would be an asset (ideally Raiser's Edge).
- General knowledge of office procedures.
- Commitment to equity, diversity, and inclusion.

Skills & Abilities:

- Detail-oriented with exceptional organizational skills is crucial
- Outstanding listening, written and oral communications skills.
- Superior accuracy, editing and proofreading abilities.
- Comfort and aptitude with learning new software and a broad range of work processes
- Ability to exercise judgement and discretion.

Put your **KNOWLEDGE** to work.

- Ability to type with a high degree of speed and accuracy.
- Proven ability to meet deadlines and work efficiently.
- Collaborative and team-oriented, with the ability to work across departments.
- A belief in the value of public broadcasting and a commitment to public service.

What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. We offer competitive benefits including:

- A Competitive Salary - \$25.64 - \$28.84 per hour. (\$25,638 – \$29,991 annually based on a 20-hour work week)
- A Defined Benefit Pension Plan – Municipal Pension Plan with employer contributions.
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care premiums for you and your family
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, and mental health resources.
- Training and Professional Development funds to support your continuous learning and development.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or LGBTQ2S+.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting hr@knowledge.ca.

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume to hr@knowledge.ca, by January 31, 2025. We thank all applicants for their interest; only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.