



Job Posting

Job Title:	<i>Administrative Support Assistant</i>
Reports To:	<i>Invitation Department Senior Manager</i>

Chalice

Chalice is a Catholic organization with a vision for "A world where all children and families live in communities of life and love." Through the generosity of our Canadian supporters, combined with the continued effort of our international partners and Chalice-sponsored families, we work in hundreds of communities around the world to provide opportunities for children to receive an education, for families to become empowered, and for communities to become more caring and connected.

Purpose

The Invitation Department Administrative Support Assistant provides critical support to the Invitation Department and Communications team. This role assists with daily office needs, manages donor communications coordinates donor mailings and promotional materials, and maintains digital and administrative systems. The role is vital in ensuring supporters receive timely, accurate, and thoughtful communications, while upholding Chalice's Catholic values and mission.

Duties and Responsibilities

- Respond to info@chalice.ca and info@chaliceus.org
- Prepare and send thank-you letters and other correspondence to donors.
- Manage printing, labeling, stuffing, postage, and distribution.
- Print and distribute child bios and child materials for website or fundraising campaigns.
- Accurately record donor information and financial donations.
- Update Major Gifts impact reports & send to donors.
- Ensure organizational information is current on Charity-rating sites.
- Support diocese market research (bulletin advertising and other communications opportunities).
- Maintain duties as Front Desk Receptionist on Fridays.
- Assist with overflow of Donor Relation Specialists tasks.



Qualifications and Competencies

- Fluency in English is mandatory, with strong written and oral communication skills.
- Experience in customer service and donor relations, including phone communication.
- Strong computer skills; proficiency with Microsoft Office.
- Experience with Salesforce and not-for-profits considered an asset.
- Strong attention to detail, organizational, time management, and prioritization abilities; quick learner who can adapt to changes in a fast-paced environment; maintains confidentiality and demonstrates analytical and problem-solving skills.
- Ability to work effectively in a team setting.
- Comfortable working in a Catholic, faith-based environment.

Professional Development

- Attend training sessions, conferences, and workshops as required.
- Participate in research and knowledge-sharing initiatives.

Working Conditions and Benefits

- Full-time, permanent position (40 hours per week), based on-site in a standard office setting at our Bedford, Nova Scotia location.
- Must be legally entitled to work in Canada.
- Working in a faith-based, prayer-filled environment, including daily prayer participation at 8:30am.
- Competitive salary, plus a comprehensive benefits package (health, dental, vision, EAP, life/AD&D) beginning after 3 months of employment.
- Group RRSP eligibility after 12 months of employment.
- Paid time off, including vacation, personal and sick days.

Application deadline

Please submit your resume and cover letter by **April 30, 2026**, to hr@chalice.ca with the subject line: "Invitation Department - *Administrative Support Assistant – 2026*". Early applications will be given priority during the review process.