



Union of Medical Care and Relief Organizations Canada

Job Title: Administrative Officer

Reports To: Acting COO

Location: UOSSM Canada Office

Job Type: Part-Time Contract

About UOSSM Canada:

Union of Medical Care and Relief Organizations Canada (UOSSM Canada) is a leading nonprofit organization dedicated to providing medical aid and support to those in need around the world. Our mission is to alleviate suffering and provide humanitarian and medical assistance to victims of crises and disasters. We are committed to developing sustainable solutions that promote health and well-being.

Job Description:

UOSSM Canada is seeking a highly motivated and skilled Administrative Officer to join our team. The successful candidate will play a crucial role in supporting the organization's functions, with a focus on supporting the documentation of the international projects, helping with fundraising affairs, supporting the operations functions, and enhancing our engagement with donors and partners.

Key Responsibilities:

Projects Support:

- Assist in the development of concept notes for international development projects, aligning with UOSSM Canada's mission and values.
- Follow up on projects, ensuring adherence to budgets, timelines, and quality standards.
- Recommend evaluation tools and templates to measure project effectiveness and impact.
- Communicate project progress and outcomes to senior management, donors, and stakeholders as needed.

Fundraising and Donor Engagement:

- Manage donor data on nation builder to ensure proper donor segmentation
- Contact donors to process the pledges payments
- Send donors their tax receipts on a timely manner
- Support fundraising team with creation of graphics



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- Support fundraising team with maintaining and updating donor data

Content Creation and Social Media Management:

- Create engaging flyers, infographics, and written materials to capture new donors and highlight the organization's activities.
- Plan and schedule content across social platforms using different social media platforms, and Business Suite.

Administrative Support:

- Provide comprehensive administrative support to enhance the organization's operational efficiency.
- Assist in the coordination and execution of organizational functions and events.
- Maintain office supplies and materials, ensure all office inventory is accounted for including donation machines, UOSSM visibility, technology etc

Qualifications:

- Commitment to UOSSM Canada's mission and values.
- Bachelor's degree in Business Administration, International Development, or a related field.
- Proven experience in project management, fundraising, and donor engagement.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Proficiency in social media platforms and content creation tools.
- Ability to work independently and as part of a team.

How to Apply:

Interested candidates are invited to submit their resume and cover letter via email to y.zahgloul@uossm-canada.org Please include "Administrative Officer Application" in the subject line.

Deadline for Application: February 20th, 2024

UOSSM Canada is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.