



****Administrative Assistant**

(Miriam Foundation & Gold Centre)**

Organization Overview

The Miriam Foundation is a non-profit organization whose mission is to fund comprehensive clinical, educational, and leisure programs delivered by the Gold Learning & Research Centre. The Foundation supports the sustainability, development, and growth of services aimed at improving the lives of individuals with autism, intellectual disabilities, and neurodevelopmental disorders.

The Gold Learning & Research Centre is responsible for the delivery of these programs, offering evidence-based clinical services, educational interventions, and leisure programming to individuals and families across the lifespan.

Position Summary

The Administrative Assistant is a shared role between the Miriam Foundation and the Gold Centre, providing comprehensive administrative and operational support across clinical services, events, and foundation activities.

This position is central to the smooth functioning of the organizations and requires strong organizational skills, attention to detail, and the ability to manage multiple priorities. In addition to core administrative responsibilities, the Administrative Assistant also ensures professional front-desk coverage and client reception, supporting a positive experience for families, partners, and visitors.

Key Responsibilities

Administrative & Operational Support

- Provide day-to-day administrative support to clinical, and foundation teams.
- Prepare, manage, and file documentation, contracts, and administrative records.
- Coordinate internal administrative processes and ensure compliance with established procedures.
- Draft and send internal communications, announcements, and memos.



- Support onboarding of new employees by sending, receiving, and tracking required documentation.
- Maintain organized digital and physical filing systems.

Scheduling & Coordination

- Coordinate and schedule:
 - Client intake meetings and parent consultations
 - Job interviews and candidate meetings
 - Internal meetings and appointments
- Manage calendars and proactively follow up to confirm availability and attendance.
- Confirm participation in conferences, exhibitions, and events, including payment coordination when required.

Client, Clinical & Data Administration (Gold Centre)

- Support the full client intake process from initial contact to completed files.
- Prepare and manage client contracts and onboarding communications.
- Perform clinical and administrative data entry, including surveys and intake information.
- Create, update, and maintain client records in administrative systems (including OWL Practice platform).
- Support leisure program registrations and related administrative processes.
- Assist with the preparation of clinical and program materials using approved templates.
- Order program-related supplies, including groceries for leisure activities.

Foundation Administration (Miriam Foundation)

- Provide administrative support related to insurance documentation and records.
- Manage supply orders and coordinate with vendors and service providers.
- Order food and materials for meetings and events (e.g., board meetings).
- Prepare administrative portfolios and meeting documentation.



- Track inventory of printed materials (flyers, letterhead, envelopes) and coordinate reprints with suppliers.
- Prepare and send acknowledgement letters and tribute cards (printing, labeling, mailing).
- Maintain donor, sponsor, and event-related records in Blackbaud.
- Support event sponsorship administration, including:
 - Sending acknowledgements
 - Communicating timelines for logos and recognition details
 - Sending sponsorship packages using approved templates on behalf of senior leadership

Communications & Administrative Content Support

- Update and maintain basic website content as required.
- Design flyers, posters, and event materials following organizational guidelines.
- Coordinate printing and distribution of promotional and informational materials.

Front Desk & Client Reception

- Serve as a professional first point of contact for clients, families, visitors, and partners.
- Answer, screen, and route phone calls and email inquiries.
- Manage appointments and client arrivals and departures.
- Provide accurate information regarding services and schedules.
- Maintain a clean, organized, and welcoming reception area.
- Follow established safety and access procedures at the front desk.

Qualifications & Skills

- Fluency in English and French (spoken and written); additional languages are an asset.
- Proven experience in an administrative or office support role.



- Excellent organizational, time-management, and multitasking skills.
 - Strong written and verbal communication skills.
 - High attention to detail and respect for confidentiality.
 - Professional, reliable, and client-focused approach.
 - Ability to work independently and collaboratively within a multidisciplinary team.
 - Proficiency in Microsoft Office and ability to learn new systems (e.g., OWL Practice, Blackbaud).
 - Resourceful, adaptable, and proactive.
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Position Details

- Full-time, permanent position
- Shared role between the Miriam Foundation and the Gold Centre
- Benefits included