

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Administrative Support – Communications/Fund Development *Business Services*

Job Purpose

To provide administrative support services and full Reception coverage so that the administrative office operates efficiently and effectively in order to achieve the overall goals and objectives of E4C.

Duties and Responsibilities

Department Support

- Coordination of schedules and appointments for Communications and Fund Development Manager and supports for meeting conduct; communication regarding meetings.
- Support to the Communications and Fund Development department through meeting planning, communications support, and materials circulation.
- Provide Communication support in relation to website updates.
- Provide support with the preparation of Agency literature, newsletters, reports, promotional material and recruitment postings using applicable software.
- Maintain an adequate filing system by keeping documentation filed in a timely and logical manner; purging files on a yearly basis, so appropriate information is easily accessible to staff.
- Monitors, orders and maintains sufficient office supplies.
- Duplicates Agency material and ensures that forms are up-to-date and in supply.
- Enter donor information in to database system.
- Entering data and pulling reports from databases used by the Agency.
- Provide technology (telephone, fax, and photocopier) support and/or obtain proper resources.
- Collect and distribute resource material (notifications) to appropriate file.
- Preparation of funding request documents.
- Other duties may be assigned as needed.

Agency Delivery

Reception/switchboard - Information and Referral

- Provide support by greeting visitors, answering basic inquiries pertaining to the Agency services and/or referring questions to the appropriate staff.
- Provide services to the Communications and Fund Development department such as photocopying and faxing.
- Operate and maintain multi line telephone and voice mail system, i.e. Programming features, setting up new mailboxes, provide technical support to staff.
- Answer and direct incoming calls during office hours, take messages, screen calls and make referrals to appropriate Agency staff and other community resources.
- Other duties may be assigned as needed.

Organizational Relationships

- Promote teamwork to meet Agency goals, building positive relationships and supporting individuals equitably and fairly.
- Model and encourage open participation and sharing of success, responsibility and authority to foster team atmosphere.
- Facilitate resolution to conflict using strategies appropriate to addressing conflict in a safe, productive, supportive manner.
- Other duties may be assigned as needed.

Qualifications

- Strong Interpersonal skills.
- Good organizational skills.
- Written and verbal skills.
- Strong team player with excellent project follow-through.
- Ability to identify problems and suggest solutions.
- Knowledge of office equipment and computer software programs i.e. Outlook, MS Office, @EASE, and design software.
- Knowledge of Agency programs.
- Ability to identify priorities.
- Self directed and motivated but clearly able to follow directions.
- Be an active team member, focused on team goals.

Working Conditions

Minor work environment challenges – work is primarily conducted within the organizations' facilities, but the work environment involves some exposure to noisy non office-like conditions. No immediate exposure to injury.

Salary Scale

Starting: \$16.85/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.