



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 Assistant - Women's Emergency Accommodation Centre (WEAC)
Transitional 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 WEAC. This position is an integral part of the team and works with the entire team including Program Manager, Staff Supervisor, Shift Leaders, Outreach Workers, Care Workers and kitchen staff.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

Duties and Responsibilities

Service Delivery

- Word processing and data entry.
- Maintaining Meeting minutes.
- Maintain an adequate filing system by keeping documentation filed in a timely and logical manner.
- Duplicates program material and ensures that forms are up-to-date and in supply.
- Answer and direct incoming calls, take messages, screen calls and make referrals to appropriate program staff and other community resources.
- Provide support by greeting visitors, answering basic inquiries pertaining to the program services and/or referring questions to the appropriate staff.
- Provides technical support to new staff in the operation of the office equipment, computer software and telephone system.
- Provide support to all supervisors.
- Ensure the safety and security of the building.
- Provides additional support to the program when required.
- Other duties may be assigned as needed.

Administration

- Ensure open and clear communication with all team members.
- Maintain accurate documentation regarding program information.

- Adhere to policies regarding acceptance of donations.
- Ensure the timely provision of all reports and documentation.
- Adhere to program and agency policies and procedures.
- Other duties may be assigned as needed.

Qualifications

- Some training in Administrative Assistance service field OR 6 months of related work experience.
- Knowledge of office equipment and computer software programs i.e., MS Word, MS Excel, MS Publisher, Outlook.
- Clear Security Clearance, Suicide Intervention, Standard First Aid and Crisis Intervention.
- Strong written and verbal skills.
- Capacity to prioritize and organize with the ability to be a creative problem solver.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Non –judgmental, empathetic, creative and enthusiastic qualities.
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

Working Conditions

This position is Full-time, Monday to Friday 8:00 am – 4:00 pm and must be able to manage and work in a stressful environment

Salary Scale

Starting: \$13.50/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.