



Changing Lives • Growing Community

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.

### **Part-time Admin**

*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**

#### **Administration Support**

- Coordination of schedules and meeting appointments; supports for meeting conduct;
- Support to the Board of Directors and its Committees through materials circulation.
- Provide support to the Agency with the preparation of 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, kitchen, snack and janitorial supplies, as well as ordering specifically requested supplies and office furniture for Agency staff to ensure efficient operation by the Agency.
- Duplicates Agency material and ensures that forms are up-to-date and in supply.
- Post daily mail, monitor postage and keep a log of all out-going mail (from other sources) in order to assist in the evaluation of Agency costs.
- Open, date-stamp and distribute in-coming mail to appropriate staff.
- Organize and maintain master keys in order to provide emergency access to all areas of the building.
- Facilitate room bookings by partners and external users, in order to ensure efficient and orderly utilization of facilities.
- Provide technology (telephone, fax, photocopier) support and/or obtain proper resources.
- Ensures parking information is directed through appropriate channels.
- Collect and distribute resource material (notifications) to appropriate file.

- Record, and activate access codes and keys.
- Other duties may be assigned.

### **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 Agency Participants 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.

### **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.

Nature of Leadership provided:

- May provide instruction to assistant/peer who is providing support, or completing detailed work that is related to the administrative support of the agency.
- Provides technical support to new staff in the operation of the office equipment, and telephone system.
- Other duties may be assigned.

### **Qualifications**

- Some training in Administrative Assistance service field OR 6 months of related work experience.
- Adaptability regarding emergent priorities
- Self directed and motivated but clearly able to follow direction
- Knowledge of office equipment and computer software programs i.e., MS Word, MS Excel, MS Publisher, Outlook.
- Clear RCMP Security Clearance and Suicide Intervention is an asset
- Strong written and verbal skills.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Non –judgmental, empathetic, creative and enthusiastic qualities.
- Knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

### **Working Conditions**

Part Time position from 10:00 am – 2:00pm

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: \$13.50/hr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

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