

Administrative Assistant

Monday –Friday 8:15am-4:30 pm

Evenings and Weekends may be required

Our vision is for all Albertans have the opportunity to reach their full potential and benefit from the highest possible quality of life

Help people address domestic violence, suicide, homelessness and overcome the effects of poverty

through effective partnerships, education and programming.

You are Responsible for	What you have Accomplished
<ul style="list-style-type: none"> • Answer incoming calls and walk in inquires in a professional manner • Providing administrative and clerical services to program staff and The Leadership Team. • Support the leadership team by maintaining, recording, and organizing records and files. • Support the staff with document prep as needed for each program. • Prepare agendas, take minutes, and participate in all applicable meetings and workshops as needed. • Flexibility on job duties is required as the position may be called upon to do a variety of tasks as needed by the Team, for example registration at fundraising events or workshops. • Schedule appointments, meetings, and conference calls etc. • Knowledgeable of activities of The Outreach Centre. • Maintain an orderly workflow according to priorities. • Willingness and ability to work flexible hours if called upon. • Ordering supplies and equipment as needed. 	<p>Qualifications:</p> <ul style="list-style-type: none"> • Certificate or Diploma in Office Administration or a related field • Minimum 2 years' experience working in an administrative assistant position • Proficient knowledge of Microsoft Word, Excel, PowerPoint and ability to learn new database systems. • General bookkeeping knowledge is an asset • Valid driver's license and reliable vehicle • Ability to work independently • Ability to interact respectfully and appropriately with diverse groups of people • Excellent written and verbal communications skills • Possession or ability to obtain: <ul style="list-style-type: none"> ○ Criminal Record Check ○ Child and Youth Intervention Record Check ○ As a condition of employment with The Central Alberta Outreach Centre all new employees must provide proof of full vaccination for COVID -19

If you are excited about this opportunity, we would like to meet you

Deadline: Sept 26, 2021. Apply by sending your resume, cover letter to:

laura.cowell@theoutreachcentre.org

The Outreach Centre is committed to providing an inclusive workplace that is diverse and equitable. We aim to be a workplace where all employees, clients, and volunteers, whatever their race, gender, ethnicity, national origin, age, sexual orientation, or identity, education and/or disability feel valued and respected.