

## **Employment Opportunity**

### **Administrative Assistant, Disability Services**

#### **Organization Overview:**

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

#### **Job Summary:**

The Administrative Assistant plays a key role in supporting the Disability Services team by managing administrative tasks, records, and financial processes. This position requires strong organizational skills, attention to detail, and the ability to handle inquiries from staff, contractors, and families. Responsibilities include maintaining accurate documentation, assisting with payroll and billing, and ensuring smooth departmental operations. The work environment is fast-paced, collaborative, and mission-driven, requiring adaptability and professionalism.

**Reports to:** Administrative Manager, Disability Services.

#### **Employment Type:**

This is a full-time hybrid position with standard hours from 8:30 a.m. to 4:30 p.m., Monday to Friday. A minimum of two to three days per week is required in the office. Occasional evening work may be necessary to meet departmental needs.

#### **Responsibilities:**

##### **Administrative**

- Effectively handle inquiries from Individuals, families, staff, and contractors. Refer to the corresponding Service Coordinator when necessary.
- Monitor and ensure staff and contractors maintain up-to-date documentation as required.
- Draft and maintain working forms to use within the department.
- Electronically file monthly documentation.
- Attend relevant department and agency meetings; transcribe and distribute minutes as required.
- Assist with letter mail as necessary.
- Other duties as assigned.

##### **Records Management**

- Maintain all staff, contractor, and Individual files.
- Enter, and maintain, frontline staff and Individual's information in databases.
- Review and approve all completed packages via the DocuSign platform.

**Finance**

- Assist Service Coordinators in verifying payroll through the Dayforce platform.
- Process contractor invoices for payment.
- Prepare billing for submission to funding sources.

**Authority:**

- Notify Service Coordinators or Managers of staff, contractor, or Individual concerns.
- Notify the Managers/Director regarding any issue that significantly impacts the Disability Services department or YWCA Edmonton.
- All outgoing correspondence that significantly impacts on the Disability Services department or YWCA Edmonton must have the approval of the Director.
- Notify Coordinators of impending overservice in hours or days.
- Other duties as required.

**Qualifications:**

- Minimum 2 years office experience in areas related to office administration, office procedure and basic accounting principles.
- Preferred Office Administration diploma or equivalency.
- Proven experience and proficiency in Microsoft Suite and other relevant programs, such as DocuSign.
- Excellent verbal and written communication skills in the English language.
- Attention to details and accuracy.
- Ability to interact in a positive manner with a diverse population.
- Strong interpersonal skills.
- Effective problem solving and crisis management skills.
- Strength in multitasking, prioritizing, and meeting deadlines.
- Ability to work independently and collaboratively in a dynamic hybrid office environment.
- Knowledge and/or experience of working with individuals with disabilities is an asset.
- Working knowledge of ShareVision is an asset.
- Knowledge of government funders such as Community & Social Services and Children's Services is an asset.
- A current Intervention Record Check and Criminal Record Check, including a Vulnerable Sector search, are required.

**Equal Opportunity Commitment:**

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

**Acknowledgment:**

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we

live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

**Compensation:**

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

**How to Apply:**

Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org).

**Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. This posting will remain open until a suitable candidate is found.**