

Administrative Support (Disability Services Department) Temporary – 3 Month Support

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 Support supports the Disability Services Department staff. In this temporary 3-month role, they will be responsible for tracking deadlines, following up with staff, and ensuring timely completion of tasks. Communication skills and the ability to work independently with minimal supervision are essential for success in this role. This role requires strong proficiency in digital tools and systems, including online filing platforms and databases. The ideal candidate is a quick learner, detail-oriented, and excels in accurate data entry and information management.

Hours of work:

This is a full-time position with hours of work from 8:30am-4:30pm, Monday through Friday.

Qualifications Required:

- Strong proficiency with technology and digital tools
- Excellent organizational skills, especially with online filing systems
- Familiarity with databases or ability to learn quickly
- High accuracy in data entry and information management
- Proactive in following up with staff to ensure deadlines are met
- Clear and professional communication skills
- Ability to work independently with minimal supervision
- Detail-oriented with a focus on quality and consistency

Checks & Insurance:

- Able to provide a clear Criminal Record and Vulnerable Sector Check

To Apply: Please submit your cover letter and resume to careers@ywcaedm.org