

Employment Opportunity Administrative Coordinator

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 Coordinator supports the Disability Services Department by managing day-to-day administrative operations, including handling inquiries from staff, contractors, families, and individuals, maintaining staff documentation, coordinating records management, and providing meeting support. This role is central to ensuring smooth departmental communication and operational efficiency. This role reports to the Administrative Manager, Disability Services.

Employment Type:

Full-time (22.5 hours/week) This is a part-time hybrid position with hours of work from 8:30am–4:30pm, Monday through Friday. This can be done as 5 days at 4.5 hours or 3 days at 7.5 hours. Two to three days in the office will be required.

Job 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 for use within the department.
- 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 information in databases.
- Electronically file monthly documentation.

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.
- Other duties as required.

Qualifications:

- Minimum 2 years of office experience in areas related to office administration and office procedures.
- Preferred Office Administration diploma or equivalency.
- Current Intervention Record Check and Criminal Record Check, with vulnerable sector.
- Proven experience and proficiency in Microsoft Suite programs, Zoom, DocuSign, and similar tools.
- Excellent verbal and written communication skills; proficiency in English (written and verbal).
- Strong attention to detail 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 as part of a team.
- Knowledge and/or experience working with individuals with disabilities is an asset.
- Ability to work in a dynamic hybrid office environment.
- Knowledge of government funders such as Community & Social Services and Children's Services is an asset.

Checks & Insurance:

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

Compensation:

We offer a competitive compensation package for the job commensurate with experience and education. The role also includes a full benefits package with RRSP employer matching contributions, paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, supporting 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.

Only qualified applicants will be contacted for a prescreening interview. No phone calls, please. This posting will remain open until a suitable candidate is found.