



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Administrative Assistant

Position Type: Regular full-time

Location: Downtown, Calgary

Position Summary

This position provides administrative, and/or special project support to the Director of Programs.

Hours/Schedule

Regular full-time – 40 hours per week

What you will be doing in your role

- Assist with managing and maintaining the Director of Program's schedule, including scheduling/re-scheduled appointments.
- Handle incoming and outgoing communications, including emails, phone calls, reports, and correspondence.
- Schedule meetings, including room bookings, agenda/document preparation, and managing invites.
- Provide administrative support including drafting and/or preparing various documents, PowerPoint presentations, and spreadsheets.
- Record, transcribe, and distribute minutes of designated meetings.
- Prepare and edit responses to routine inquiries.
- Prepare finance forms, e.g., purchase orders, as needed.
- Develop and maintain electronic and paper filing systems.
- Collect, organize, and file documents e.g., meeting minutes and monthly reports.
- Gather information to create or update documents used by the Program Department for staff training.
- Conduct research and compile data for projects, as needed.
- Create and maintain a position manual.
- Performs other related duties that interface with program needs and the mission of The Salvation Army Community Services (Calgary), as assigned by the Director of Programs.

Required Education, Experience and Competencies

- Completion of a high school diploma or equivalent, plus completion of an Administrative Professional certificate/Business College diploma or equivalent.
- A combination of education and experience may be considered.
- Police Information Check (PIC).
- At least three years prior related experience in an administrative role.
- Six months previous experience working with marginalized and/or vulnerable populations.
- Proficient skills in Word, Excel, Outlook, and the ability to learn additional programs/software.
- Willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities

- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.
- Ability to provide an original copy of a Background Check that is satisfactory to The Salvation Army, in its sole discretion, is required, including Child Check (if appropriate).
- Attention to detail, problem solving and analytical skills
- Excellent verbal and written communication and interpersonal skills.
- Strong time management skills and able to prioritize tasks.
- Adaptable to various competing demands and flexible to change tasks without prior notice.
- Handle confidential and sensitive information with discretion.
- Able to work both independently and in conjunction with a team.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # AA120423 in your email subject line.

This competition will remain open until the position is filled.

We thank all applicants and those selected for an interview will be contacted.

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.