



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Administrative Coordinator

Position Type: Regular Full-time

Location: East Campus

Position Summary

This position provides administrative and special project support to programs and special events at the East Campus.

Hours/Schedule

Regular full-time - 40 hours per week; Monday to Friday: 8:30 am - 5:00 pm. May be required to work on weekends and evenings.

What you will be doing in your role

- Performs general office duties such as answering the phone, greeting clients, photocopying, and distributing materials, sending, and receiving documents, and resolving routine inquiries.
- Prepares and distributes agendas, takes minutes, and distributes minutes for various committees as assigned by the Family Program Manager.
- Ensures East Campus reception always has coverage and provides administrative support for receptionist recruitment; performs timekeeping functions in electronic payroll system.
- Orients and trains receptionists, including ensuring they participate in mandatory training; provides feedback on receptionists' performance to the manager.
- Provides support and/or coordinates Special Events at East Campus; scheduling and attending meetings, preparing promotional material, ordering supplies, and coordinating logistical matters.
- Opens and distributes incoming mail and processes outgoing mail which may be of a confidential nature; receives parcel(s) and distributes to the appropriate person(s).
- Orders office and other supplies as needed through the internal ordering protocols (e.g., kitchen or lunchroom supplies); ensures supply areas are organized.
- Arranges for maintenance of the office equipment; maintains filing system and generates reports.
- Liaises with internal/external sources to complete required job tasks.
- Coordinates all room bookings within East Campus; this includes internal and external booking, setup requirements, insurance requirements, collection of fees, etc.
- Prepares and receives all paperwork for various projects and processes, and contracts.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education/Certifications:

- High School, plus completion of an Administrative Professional, or similar certificate and/or course of at least 1 year.
- Alternate combination of education and experience may be considered.
- Police Information Check (PIC) with Vulnerable Sector Search.
- Child Intervention Check.

Experience:

- At least three years of prior related experience in a senior administrative position including some supervisory experience.

Required Skills/Knowledge:

- 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; attention to detail, problem-solving and analytical skills.
- Proficient in Microsoft Office (WORD, Excel, PowerPoint, Outlook, Access, and MS Team).
- Excellent verbal and written communication skills; able to provide direct reports with the knowledge, skills, and abilities to accomplish their work; ability to develop and maintain effective relationships with others.
- Strong time management skills and ability to prioritize tasks.
- Able to multitask and be flexible to change tasks without prior notice.
- Able to work both independently and in conjunction with a team.
- Strong sense of integrity and confidentiality with professional ethics.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **AC051724 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.