



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Administrative Assistant

Location: Downtown Calgary

Position Type: Regular Full Time – 30 hours per week

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. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

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.

Position Summary

The Administrative Assistant position is responsible for providing administrative support to the Business Department of The Salvation Army Community Services (Calgary) which is a ministry unit within The Salvation Army's Alberta and Northern Territories division.

Hours/Schedule

Full Time – 30 hours per week.

Key Responsibilities

- Provide daily coverage for the reception desk; answer telephone calls and direct enquires as necessary; greet and guide visitors.
- Open and distribute incoming mail including delivering to appropriate people, process outgoing mail and couriers.
- Order office and program supplies and arrange for delivery as needed.

- Maintain and update furniture and equipment inventory listing for all ministry unit sites.
- Arrange for the maintenance of photocopier, replacement of the shredding bin and keep the office supplies room and staff kitchen clean and organized
- Keep filing room organized and assist with archiving records in accordance with applicable policies.
- Schedule business department meetings and take and distribute minutes.
- Transfer donations and funds from ministry unit sites to the accounting office.
- Assist with cash handling and other tasks during the absence of accounting assistants.
- Performs other related duties as assigned.

Required Competencies

- High school diploma plus specialized courses of up to six (6) months from a Business College, or equivalent will be considered as an asset.
- Valid Class 5 Driver's License and satisfactory Driver's Abstract.
- Police Information Check (PIC) with Vulnerable Sector Check.
- At least two years of Administrative Assistant experience is required.
- Intermediate skill level for Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and Teams).
- Highly organized, creative and motivated self-starter with the ability to prioritize work under pressure.
- Excellent verbal and written communication skills.
- Strong sense of integrity, excellence and confidentiality.
- Desire to support the mission and core values of The Salvation Army.

DAYS and HOURS of work: Monday – Friday, 8:00 a.m. to 2:30 p.m.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

Position will remain posted until the right candidate is found.

Please apply by sending a resume to: hrresumes@salvationarmycalgary.org and in the email subject line, include Competition #ADMIN032222.

View our website to learn more about this and other programs we offer:

www.salvationarmycalgary.org/residential.html

In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check.

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.