

Administrative Assistant
Full Time (35 hours per week)
Job ID # 25-010

Are you looking to make a difference in your community?
Join the Norwood team and start making a difference today!

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

Position Summary

The successful candidate will join the Agency Support Services team. The Administrative Assistant provides administrative support for agency staff with a high degree of accuracy and attention to detail. The Administrative Assistant will address facility needs and ensure administrative processes and systems are in place so that agency team members have the support they need to provide optimal programs and services.

This position requires a flexible work schedule that includes occasional evenings and weekends as scheduled to meet the needs of families.

Reporting to the Manager of Agency Support Services, the Administrative Assistant is responsible for the following:

- Providing administrative support to create, copy, edit, proofread, and revise forms, documents and publications
- Providing meeting support through preparing agendas, creating calendar invites, booking rooms, reserving and setting up IT equipment, and taking accurate meeting minutes in a timely manner
- Supporting internal and external agency communications including website updates, social media posts, poster creation, etc.
- Keeping various agency documents up to date (policies and procedures, program manuals, etc.)
- Supporting projects as assigned (i.e. cell phones & technology inventory, administrative processes, donations, etc.)
- Providing basic IT troubleshooting technology assistance as requested
- Assisting with administrative tasks related to the recruitment, onboarding and orientation of new staff
- Compiling and entering necessary data and documentation into agency and collaborative data systems while maintaining accurate, timely and complete electronic and paper files
- Updating and creating PowerPoint and video presentations
- Maintaining a high level of confidentiality and professionalism regarding tasks associated with the role

The ideal candidate will possess the following qualifications:

- Certificate in Office Administration or an equivalent program
- Minimum of two years' experience in administration
- High level of proficiency in Microsoft Office
- Ability to prioritize and multitask in a high paced workplace
- Experience with taking detailed and accurate minutes
- Expertise with accurate data entry and the ability to navigate around databases

- Excellent interpersonal and communication skills
- Valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case by case basis*)

The following qualifications are considered an asset:

- Experience in visual communication platforms (i.e. InDesign, Canva, Adobe PDF)
- Experience working with children and families from diverse cultural and socio-economic backgrounds

The hourly range for this role is \$25.01 - \$31.56 per hour (\$45,515 - \$57,445 per year) based on a 35-hour week.

Norwood provides the following:

- Great benefits plan
- 12 sick/personal leave days per year
- Service recognition and employee awards
- Ongoing professional development

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQ1A+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: careers@norwoodcentre.com

Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Please include Administrative Assistant and Job ID Number:25-010 in the subject line of the email.

Closing Deadline: Until Suitable Candidate is Found

We thank all applicants for their interest, however, only those selected for an interview will be contacted.