

**Title: Administrative Assistant**

**FTE: 0.6FTE (24 hours/week)**

**Reporting to: Executive Director**

The Brenda Strafford Foundation – Heart Home Network (“HHN”) serves women and children impacted by family violence through providing a safe shelter and housing complimented by comprehensive support service for all participants. HHN offers a continuum of care designed to help families develop their potential and transition to safe and healthy lives in the community upon their departure from HHN.

As a growing organization with a bold and innovative strategic direction, HHN offers a dynamic work environment for talented individuals seeking an opportunity to be part of changing futures for women and children who have suffered the impacts of domestic violence. If you are interested in lending your talents to our important mission, we are currently seeking a friendly, detail-oriented, and efficient **Administrative Assistant** to join our growing team.

This position a permanent part-time position working out of the HNN Shelter and Housing Centre in Calgary that reports to the Executive Director.

**Roles and Responsibilities:**

Roles and responsibilities are subject to change and may be assigned other duties as required.

- File management data entry
- Scheduling printing and preparation of meeting packages
- Setting up for meetings and events reception
- Managing mail, and mail merges
- Assisting Managers with document preparation
- Basic design of templates and formats
- Support onboarding, IT access/setup for all new hires
- Supporting calendar planning, bookings, ordering, and program admin support
- Maintain accurate inventory of office supplies
- IT setup and troubleshooting for staff team as needed

**Administrative Support:**

- Actively contributes to the standard for professional behaviour and work habits that support a positive work environment
- Establishes and maintains constructive working relationships with internal and external parties
- Provides a full spectrum of administrative support to one or more Managers and their teams
- Supports the continued growth and development of internal processes
- Highly collaborative approach within the administrative support team contributing to organizational outcomes
- Efficient data entry skills with superior accuracy
- Assists with overall BSS data management including the creation, implementation, and safe storage of BSS documents and files in electronic and/or hard copy format
- Writes, edits, and maintains correspondence and documents ensuring there are no typos, errors, or content issues
- Assists colleagues in adopting new or updated technologies, processes and procedures as necessary

**Qualifications & Requirements:**

- Completion of (or currently enrolled in) Administrative Information Management or degree in Business Administration or a related field
- previous experience in an administrative role would be an asset
- Excellent interpersonal, communication, and critical thinking skills
- Experience with preparing and maintaining complex documents and spreadsheets
- Intermediate knowledge of office procedures and practices

## Career Opportunity

- Highly detail-oriented, self-motivated, thorough worker
- Intermediate proficiency with Microsoft Office Suite
- Collaborative team player who can work independently efficiently
- Proven outstanding organizational skills
- Superior comprehension and strong writing skills
- Required to pass police security clearance and child intervention check
- High-level of professionalism within the workplace

This is a permanent part-time role working out of our office in the inner-city NW. If you are interested in joining our dedicated, growing team, kindly send us your resume and brief cover letter with subject heading '**HHN Administrative Assistant**' to [careers@brendastraffordsociety.org](mailto:careers@brendastraffordsociety.org). No phone inquiries. This posting will remain open until a suitable candidate is found.

*The Brenda Strafford Foundation values and promotes the diversity of the people it hires and serves. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*