



ADMINISTRATIVE ASSISTANT

About Us: Closer to Home Community Services (CTH) is a Calgary and Airdrie based not-for-profit agency that delivers a variety of services designed to meet the needs of vulnerable children and their families. Be a part of an innovative team that envisions:

- A future where every child will belong to a family and feel valued and secure
- All families can care for their children and contribute meaningfully in their community
- A broad array of strength-based and family-centered services that teach, coach and support families to create new possibilities and achieve better futures together

About the Position: This Temporary (3 Months) Part-Time position is primarily responsible for providing administrative support in a variety of capacities to the Executive Team and all Closer to Home programs and employees. The Administrative Assistant will help to create a positive and welcoming atmosphere by interacting with guests and consumers in person, on the phone or via email. The Administrative Assistant will also ensure timely and confidential handling of all Agency communications and documentation, manage filing systems, manage board room bookings, and maintain office supply inventory.

About You: You are a self-motivated individual with the ability to maintain a high degree of professionalism and confidentiality. You are able to work independently and are highly organized, allowing you to effectively manage multiple priorities at one time. You are also extremely adaptable and can adjust to changing priorities as needed. In addition, you have exceptional written and verbal communication skills and are comfortable interacting with people from a variety of backgrounds as well as with people at all levels of the organization. You are culturally competent and able to conduct yourself in a manner which is respectful and encouraging of the cultural/spiritual beliefs and practices of others.

A minimum of three to five years previous experience in an administrative role is considered an asset. The successful candidate must demonstrate proficiency in Word, Excel, Power Point, Outlook Express and Adobe. In addition, a Police Information Check and an Intervention Record Check must be completed upon hire.

Required Competencies: All positions at Closer to Home Community Services require (5) competencies: Instills Trust, Consumer Focus, Communicates Effectively, Situational Adaptability and Ensures Accountability.

Interested applicants are asked to submit their cover letter and resume to:

info@closerhome.com

Closing Date: June 15th, 2018

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

For more information on our organization, please visit our website at www.closerhome.com