



### **Administrative and Events Support**

**Reporting to and in partnership with the Executive Director. We are looking for a multi-tasker with excellent communication and organizational skills. You will be assisting the team and clients by handling office tasks, providing professional assistance over the phone and email and supporting events.**

Contract position through The Canada Summer Jobs Grant. Position requires flexibility as dictated by the needs of the organization and the families it supports. Work from home an option. Contract is through the Canada Summer Jobs Grant; for **30 week hours at a rate of \$18.00/hr for 9 weeks**

#### **Applicants must meet the following criteria:**

- Must be between 15 and 30 years of age (inclusive) at the start of employment.
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred

#### **Summary:**

##### **General Team Expectations**

- ✓ Ensure that all families regardless of circumstances, agencies, and professionals have access to needed information;
- ✓ Promote communication and information sharing between resources and services within Region 3 - Calgary and Area community agencies;
- ✓ Attend team meetings and scheduled training sessions;
- ✓ Collaborate with team members to stay current on any new information/resources;
- ✓ Communicate appropriately and effectively with all team members;
- ✓ Respect and follow office procedures and protocol;
- ✓ Effective utilization of all resources critical to the operation of The Children's Link Society;
- ✓ Ensure confidentiality of all family and personal information;

##### **Key Accountabilities**

- General Data Entry, reception, telephone answering, communication and administrative back-up functions;
- Attend events as required to support and promote the agency;
- Assistance with Children's Link Events (Casino, Family holiday party, AGM, Resource Fairs);
- Data entry, general reception and help with our fundraising endeavors;
- Ensure necessary documentation is completed to refer families to coffee socials;
- Support set up monthly coffee socials;
- Support with training volunteers;
- Provide month end statistics and reports to the Executive Director;
- Provide changes in agency/program contact information to appropriate team members to ensure that templates, information lists, etc. are updated;
- Seek appropriate consultations (internal and external) to support families appropriately;



- Planning meetings and taking detailed notes;
- Assist in the preparation of reports;
- Develop and maintain a filing system;
- Order and oversee office supplies;
- Provide general support to clients;
- Act as a point of contact for internal and external clients;
- Complete and submit timesheet, expense forms and nominal roles within 5 business days of the end of the month;

**Requirements:**

- An appreciation of issues relevant to diversity;
- Professional/volunteer experience supporting families who have a child(ren) with special needs would be an asset.

**Skills (Ability to):**

- Utilize computer at intermediate level including e-mail and web searching;
- Strong written and verbal communication skills
- Prioritize work.

**Attributes / Attitude:**

- Empathetic listener; compassionate;
- Strong interpersonal, organizational, and communication skills;
- Self-starter and creative thinker;
- Personable;
- Goal Orientated.

Children's Link is committed to employment equity and encourage candidates from diverse backgrounds, abilities, and experiences to apply. We thank you for your interest in this role.

Please send your resume and cover letter to Eryn Dewald, Executive Director,  
[eryn.dewald@childrenslink.ca](mailto:eryn.dewald@childrenslink.ca)

**Closing Date May 6<sup>th</sup> 2021.**