



Administrative Assistant – Trade Journey JOB POSTING

ABOUT YWCA SASKATOON:

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Canada

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Pam McKay at pmckay@ywcaskatoon.com.

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POSITION SUMMARY:

Serving as the initial point of contact for the Trade Journey Program, the Administrative Assistant plays an important role as the “face” of the program. As part of the Trade Journey team, the Administrative Assistant is responsible for complex and detailed administrative support for the Program. This position is responsible for support to all services and administrative functions related to Trade Journey. Along with the ability to maintain a positive attitude through change and multiple priorities, the Administrative Assistant has excellent communication, computer, and organizational skills. This is an in-scope position.

POSITION REPORTING: Manager, Training Programs

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

HOURS OF WORK:

37.5 Hours, Monday to Friday

WAGE:

\$15.35 per hour (Administrative Assistant Wage Grid)

Please note that SEIU-West is the union and bargaining agent for all in-scope employees.

MAJOR RESPONSIBILITIES:

1. Perform a variety of administrative duties:

- Model exemplary customer service while creating a welcoming environment;
- Understand implicitly all Trade Journey program offerings, imparting information about the program to participants, employers, partners and the general public;
- Collect and record information from individuals seeking access to program;
- Process requests for training and employment supports as approved by the manager;
- Plan and schedule recruitment appointments, training classes, interviews and meetings;
- Correspond with participants to relay information about appointments and related programs;
- Complete administrative functions to support program intake coordination including planning of dates;
- Provide administrative support to program staff and management;

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2. **Maintain accurate records and reports:**

- Enter client data into database based on intake of information over the phone, via email or in person;
- Track qualitative and quantitative information for reporting and evaluation with a high level of accuracy, maintain appropriate confidentiality with client information;
- Create forms and spreadsheets to track information, participant feedback, and data compilation for reporting purposes as required;
- Track program statistics and other data entry tasks as required;
- Provide confidential support services to Trade Journey project staff and participants.

3. **Office duties:**

- Maintain high quality and standard of service delivery, processes and resources;
- Provide clerical support such as scanning, file management, photo copying, and organizing materials for participants;
- Coordinate with Program Manager to order supplies required for program and events;
- Produce documents and certificates as program dictates;
- Other duties as required.

QUALIFICATIONS AND EXPERIENCE:

- Diploma or certificate in administration, office or business and 2 years of related work experience in an administrative assistant role providing client services and reception.
- Proficient at an intermediate level in Microsoft Office 2019 Word, Excel And Outlook.
- Working knowledge of Microsoft Office 2019 PowerPoint and Zoom.
- Well-developed relationship-building skills and ability to develop rapport and communicate effectively with all stakeholders.
- Knowledge of Saskatoon's labour market and construction industry will be an asset.
- An understanding of and commitment to, the philosophies of YWCA Saskatoon.

CONTACT INFORMATION:

This is a **full-time term** position beginning upon availability and ending on August 31, 2026. Applications will be accepted **until 4:00pm on Wednesday, Oct 29th, 2025** and should be forwarded to careers@ywcaskatoon.com with attention to Pamela McKay, Manager of Training Programs.

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.

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