



CDC Administrative Assistant
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 Saskatchewan

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 Areesha Kanshi at AKanshi@ywcaskatoon.com.

POSITION SUMMARY:

The Administrative Assistant supports the daily operations of the Child Development Centre by providing administrative, scheduling, and communication support to the Manager and staff team. The role assists with maintaining accurate records, supporting enrollment processes, and coordinating office activities to help ensure the Centre runs smoothly. Additionally, the position manages communication with families and staff through email correspondence, scheduling, and other administrative tasks, all of which contribute to a well-organized and efficient childcare environment at the YWCA Saskatoon.

POSITION REPORTING:

Reports to the Manager, Child Development Centre

LOCATION:

The new YWCA Saskatoon Child Development Centre is located on Wall St. downtown.

HOURS OF WORK:

Permanent Part-time position, with potential to transition to full-time after three (3) months based on operational needs.

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

MAJOR RESPONSIBILITIES:

1. Administrative Support

- Provide day-to-day administrative support including data entry, filing, and maintaining organized records
- Manage general email correspondence and support communication between families, staff, and the Centre
- Assist with scheduling, including coordinating meetings, appointments, and supporting the Manager's calendar and daily schedule
- Assist with the preparation of reports, forms, and documentation to support licensing, funding, and program compliance in collaboration with the Manager
- Assist with financial reporting activities, including tracking, organizing, and preparing documentation related to program funding and childcare operations

2. Program Operations

- Assist with child enrollment and waitlist coordination, ensuring all family and program records are accurate and current

- Administer and track daycare payments, ensuring accuracy, reconciliation, and adherence to established financial procedures
- Assist with onboarding-related administrative processes, including documentation and recordkeeping for new staff
- Maintain and manage confidential employee records, including employment documentation, compliance-related information, and records related to work permits and program requirements
- Provide administrative support for SINP and work permit application processes as required
- Regularly access and handle sensitive employee, client, and financial information, exercising discretion and sound judgment to ensure confidentiality and compliance with privacy legislation and organizational policies
- Maintain confidentiality of all employee and client information in accordance with organizational policies

3. Centre Support

- Provide operational support within the Centre as needed, including assisting staff during shortages or high-demand periods
- Contribute to a respectful, inclusive, and team-oriented workplace culture
- Perform other related administrative and operational duties as required

QUALIFICATIONS AND EXPERIENCE

- Experience in an administrative support role or relevant background
- Proficiency in Microsoft Office (Word, Excel, Outlook) and workplace technology systems
- Ability to manage multiple priorities, meet deadlines, and adapt in a fast-paced environment
- Willingness to support broader team operations and assist with additional duties as needed
- Strong organizational skills with excellent attention to detail
- Strong communication and interpersonal skills
- Criminal Record Check and Vulnerable Sector Check required

A full position description can be found at www.ywcasaskatoon.com

APPLICATION METHOD:

Please send a resume with a cover letter by email to careers@ywcasaskatoon.com, attention to Areesha Kanshi at AKanshi@ywcasaskatoon.com. Applications will be accepted until 4:00 pm on May 1st, 2026 in the form of cover letter and resume.

We appreciate the interest of all applicants, but only those being interviewed will be contacted.