



ADMINISTRATIVE ASSISTANT (FT Term)

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.

POSITION SUMMARY:

Serving as the initial point of contact for all individuals, the Administrative Assistant plays an important role as the “face” of the centre. As part of the Employment and Learning Centre team, the Administrative Assistant is responsible for complex and detailed administrative support. 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 of Employment Services

HOURS OF WORK:

37.5 Hour, Monday to Friday, beginning as soon as possible and ending March 31st, 2027

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 Duties:**

- Model exemplary customer service while creating a welcoming environment;
- Understand YWCA Saskatoon and Employment & Learning Centre program offerings, share information about programs and services, and make appropriate referrals for participants, employers, partners, and the general public;
- Collect and record detailed information from individuals seeking access to programs and services;
- Schedule and manage client appointments
- Assist with room set up, coordination and preparation for training and events
- Provide administrative support to program staff and management; assist with budget tracking

2. Records and Reporting:

- Enter client data into the database from information collected via phone, email, or in person;
- Track 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 for reporting purposes as required;
- Track program statistics and other data entry tasks as required;

3. Office Support:

- Ensure consistent high-quality in-service delivery, processes, and resources;
- Provide administrative support such as scanning, file management, and photocopying
- Collaborate on marketing initiatives
- Work in a team environment to support all Employment & Learning Centre programs
- Other duties as required

QUALIFICATIONS:

- Diploma or certificate in administration, office or business-related field
- A minimum of 2 years of relevant experience in an administrative assistant role or a comparable position that involves client services and reception duties.
- Proficient at an intermediate level in Microsoft Office Suite, Zoom and Canva
- Well-developed relationship-building skills and ability to develop rapport and communicate effectively with clients, staff, and community stakeholders
- Knowledge of Saskatoon's labour market will be an asset
- An understanding of and commitment to, the philosophies of YWCA Saskatoon.
- Criminal record clearance.

WAGE: \$16.02 per hour (Step 1 – Administrative Assistant Wage Grid)

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

CONTACT INFORMATION:

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

APPLICATION METHOD:

This is a **Full-time Term** position beginning as soon as possible and ending **March 31st, 2027**.

Applications in the form of a resume and cover letter will be accepted until **August 20th, 2026**.

Click the link below to apply through our Career Centre:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d5fa3632-7a19-4c03-9cba-f9fab1ce511b&ccld=19000101_000001&lang=en_CA

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