



Office and Administration Manager (Temporary full-time position- 40 hours/week)

Position Description Summary: The YWCA Lethbridge and District requires an experienced technical policies and procedures writer. Under limited supervision, the Office and Administration manager will coordinate, oversee and/or perform a wide variety of administrative, fiscal and program support activities for the management team. This position will serve as the primary point of operational and administrative contact, frequently on complex and confidential issues. Office and Administration Manager is primarily responsible for developing processes and managing all formal applications and reports. The Office and Administration Manager will work closely with the management team and other program areas to develop policies and procedures. **Please note: this is a three-month term position with a possibility of extension.**

Knowledge, Skills and Attributes:

- Experience in developing policies and procedures; specific experience with technical communication (technical writing).
- Ability to create, compose and edit written materials.
- Human service sector knowledge and philosophy (person-centered, strength-based, trauma-informed, harm reduction).
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Proven skills in Microsoft Office.
- Sound knowledge of principles, concepts, practices, techniques, and tools in the areas of operational policy writing, research and analysis will be critical in this position
- Ability to gather data, compile information and prepare reports.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Ability to communicate effectively and express ideas both orally and in writing is essential for coordinating and managing updates to existing policies and procedures and developing / documenting new policies and procedures where these do not exist.
- Project management experience and excellent organizational and planning skills will be necessary to ensure that various projects and initiatives are managed and supported effectively.
- The individual must be able to work both independently and within a team environment as a project resource, and must have excellent attention to detail and discretion with confidential information.
- Knowledge of office management principles and procedures.
- Knowledge of archiving principles and processes.
- Ability to develop and maintain recordkeeping systems and procedures.

Education and Experience:

- A combination of a relevant post-secondary degree and experience directly related to the duties and responsibilities specified (i.e. certification in technical communication)

Salary:

- \$28.85 per hour

Resumes with three references are to be directed to:

Mahreen Rana, Human Resources Manager
YWCA Lethbridge and District
604-8th Street South
Lethbridge, AB T1J 2K1
Email: HR@ywcalethbridge.org (Only those interviewed will be contacted)

Deadline: Position to be filled immediately. Applications to be accepted until hiring of successful candidate.

(Please note: All employees of the YWCA Lethbridge and District must provide a current Vulnerable Persons Check (Criminal History), Child and Youth Intervention Module (CYIM) Check and Current Standard First Aid and CPR with AED)

****YWCA Lethbridge and District is an equal opportunity employer****