



**The Edmonton Neighbourhood Watch Program Society**  
#4, 11630 Kingsway, Edmonton, Alberta T5G 0X5

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## ***Administrative Assistant Job Posting***

### **Job Description**

The Edmonton Neighbourhood Watch Program Society develops, implements and manages crime prevention programs designed for use by individuals and groups. The organization's activities are geared towards building safer communities through the provision of crime prevention programs and education that raises awareness and encourages inclusion and participation.

The Edmonton Neighbourhood Watch is a proud recipient of a Federal Government grant under the Canada Summer Jobs Program with the Department of Service Canada. The Edmonton Neighbourhood Watch is looking for an accountable Administrative Assistant that will be responsible for records maintenance, report development, researching data, direct visitors and clients' general inquiries, resolve administrative problems, coordinate and operate the organization's daily office tasks among other tasks.

**Title:** Administrative Assistant (two positions available)  
**Status:** Full-Time position to be filled  
**Wage:** \$15/Hour  
**Location:** Edmonton, Alberta  
**Work Terms:** Weekdays, possible weekends (Total of 9 weeks of employment, 30 hours/week), between June 15, 2021 – February 26, 2022.  
**Open to:** Citizens and permanent residents of Canada.

***Interested Candidates must be of an age between 15 – 30 years old according to the  
Canada Summer Jobs Program Guidelines***



## Responsibilities

Reporting to the President, the Administrative Assistant will be responsible for:

- Advertising daily organization activities to participants.
- Keeping accurate records and reports of all activities and organization participants data.
- Responsible for the registrations of the organization activities.
- Taking primary responsibility for the health, well-being and happiness of the organization members (Seniors, children/youth, etc.) participating in various activities within the organization.
- Responsible for data entry, records maintenance and look-up, report development and retrieval.
- Assisting in event planning
- Researching data on the Internet
- Answering, screening and transferring inbound phone calls
- Receive and direct visitors and clients' general inquiries.
- Responsible for photocopying, fax and mailing tasks
- Maintaining electronic and hard copy filing system as well as retrieving documents from the filing system.
- handling requests for information and data.
- Resolving administrative problems and inquiries.
- Preparing written responses to routine inquiries and e-mails.
- Preparing and modifying documents including correspondence, reports, drafts, memos and emails
- Scheduling and coordinating meetings and appointments.
- Preparing agendas for meetings and preparing schedules record
- Compiling, transcribing and distributing minutes of meetings to all board members.
- Opening, sorting and distributing incoming correspondence
- Maintaining office supply inventories
- Coordinating maintenance of office equipment
- Coordinating and maintaining records for staff, telephones, parking and petty cash as well organization members' invoices.

## Required Qualifications

- Candidates must have valid Criminal Record Check for the Vulnerable Sector
- Valid driver's license an asset
- Excellent oral and written skills in English

## Required skills and knowledge

- High energy, self-starter
- Experience and/or desire to work with a variety of people in a leisure setting.
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities
- Able to problem solve effectively.

**For inquiries and to submit your resume to [enwsecretary@enwatch.ca](mailto:enwsecretary@enwatch.ca)**

**Application submission Deadline: May 30, 2021**