



## **CAREER OPPORTUNITY**

**Position:** ADMINISTRATIVE ASSISTANT - TEMPORARY  
CANADA SUMMER JOBS PROGRAM

**Department:** IMMIGRANT SERVICES

**Hours:** 35 hours/week

**Lethbridge Family Services is a private, non-profit organization with more than 350 employees, serving Southern Alberta. We are a highly accredited, charitable agency that is the largest community social services organization in Lethbridge and southwestern Alberta and have been operating since 1910.**

### **Position Overview:**

To provide high-level administrative support to the management team and staff at Lethbridge Family Services.

### **Key Responsibilities:**

#### **Responsibilities include:**

- Assist with creation and maintenance of client and agency documentation.
- Assist with documentation organization.
- Provide clients and staff with timely assistance, both in person, over the telephone as well as through written communications.
- Creation and maintenance of data spreadsheets.
- Assist with entry and editing of database information.
- Maintain both client and staff confidentiality at all times.
- Assist in the organization and maintenance of both written and electronic resources.
- Take meeting minutes when required and distribute in a timely manner.
- Continue to update self on issues of immigration and immigrants.
- Attend all meetings as requested.

### **Other Assigned Duties:**

- Assist with the coordination of special events as needed.
- Attend community meetings as required.
- Direct media requests appropriately.

### **Qualifications:**

- Meet Canada Summer Jobs Employee Criteria:
  - Be between 15 and 30 years of age at the start of the employment.
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Possess strong administrative, communication and problem solving skills.
- Be able to perform with high levels of proficiency: computerized data entry; word processing; and spreadsheet applications.
- Have experience in front end office, file, and supplies management.
- Possess excellent time management, interpersonal skills and ability to be flexible.
- Ability to work well with different levels of management and a variety of teams and staff, as well as outside clients.
- Willingness to follow direction.
- The successful candidate will be required to provide a Police Information Check.

**Start date: July 2, 2019**

**End date: August 30, 2019**

**Application deadline: June 18, 2019**

**Please submit, in confidence, a resume and cover letter referencing job posting IS76 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Mailing Address:** Human Resources, Lethbridge Family Services  
1098 – 3 Avenue North  
Lethbridge AB T1H 0H7

**Fax:** (403) 327-5725

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***



Date Posted: 06/10/2019