

Office Assistant

Spruce Grove, AB
Full Time, Permanent
4 days/28 hours/week (Monday-Friday)

Neighbourlink Parkland is a Christian non profit organization and registered charity, serving neighbours in need in Spruce Grove, Stony Plain, and Parkland County. We connect people with people and work to assist those in need who are unable to receive help from other agencies in the community. We have been serving our neighbours in need since 2000.

Main Duties involved will be office administrative duties such as answering a high volume of phone calls and assessing needs, maintaining records and databases, general office procedures, website and social media management, and working with volunteers and clients as needs arise. Work will be done under the direct supervision of the Executive Director.

The candidate should be a passionate believer in the vision of Neighbourlink Parkland. The ideal candidate will possess excellent written and interpersonal communication skills, including an interest in showing concern and empathy to those calling for service. Demonstrated experience in conflict resolution and an understanding of working with vulnerable populations is an asset. The successful candidate must be reliable, well organized with excellent attention to detail, and able to work independently when required. Demonstrated flexibility, problem solving, and resourcefulness are required to adapt to varying workload and client/organization needs.

Qualifications:

- Office administration: 2 years (Required)
- MS office/website and social media maintenance: 2 years (Required)
- Minimum (2) years experience in social work, human services or related area
- Driver's license and vehicle required
- Criminal Record check – Vulnerable Sector required

If you feel your personal values and experience align with Neighbourlink Parkland's mission, please submit a cover letter/resume to Tracy Woodman-Raymond, Executive Director, Neighbourlink Parkland at neighbourlink.parkland@telus.net

Application Deadline: April 14, 2021