

Office Assistant

Stony Plain, AB
Full Time, Permanent
35 hours/week (Monday-Friday, 9:00 am – 4:00 pm)

Neighbourlink Parkland is a Christian based, 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 for the past 21 years.

Main Duties involved will be office administrative duties including answering a high volume of phone calls and assessing needs, maintaining records and databases, website and social media management, and working with volunteers, donors, 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.

Excellent communication and conflict resolution skills, showing concern and empathy in a supportive manner to those calling for service. Demonstrated understanding of working with vulnerable populations is an asset. Reliable, well organized with excellent attention to detail, with ability to work independently when required. Flexibility, problem solving, and resourcefulness are required to adapt to varying workload and client/organization demands. 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 vision, please submit a **cover letter/resume** to Tracy Woodman-Raymond, Executive Director, Neighbourlink Parkland at neighbourlink.parkland@telus.net. Benefit package offered.

- Office administration experience: 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

Application Deadline: September 6, 2021