



INTERNAL/EXTERNAL JOB POSTING
Administrative Assistant – Employment Services
Full-time - 37.5 hours/week

Ability Resource Association empowers individuals with disabilities to live full and meaningful lives. Our Employment Services team is launching new work-based learning programs to support inclusive employment and skill development in our community.

The **Administrative Assistant** is a key member of the Employment Services team, responsible for all aspects of office administration and supporting the delivery of employment services. This role requires strong team skills, communication, conflict management, professionalism, and organizational abilities.

As an Administrative Assistant, you will:

- Answer phones, respond to emails, direct calls, greet visitors, and provide general information about services.
- Complete clerical duties such as typing, resume development, creating forms/spreadsheets, maintaining files (paper and digital), ordering supplies, and supporting team members.
- Monitor and research local job banks, update job boards, and communicate opportunities to job developers and employment specialists.
- Compile and enter monthly stats, track walk-ins/phone calls, and manage government-required forms.
- Maintain office equipment, liaise with IT support, and ensure a safe work environment.
- Help, teach, and support team members in all areas.

As an Administrative Assistant, you must have:

- ✓ Excellent working knowledge of Microsoft 365, databases, Canva, and other computer systems.
- ✓ Comfortable working with vulnerable populations in the community.
- ✓ Excellent time management and organizational skills.
- ✓ Strong interpersonal skills with effective verbal and written communication.
- ✓ Thorough understanding of confidentiality and ability to handle sensitive information with tact and discretion

Qualifications Include:

- Experience in the Employment Support Services field is an asset
- Post-Secondary Education in a related field – Certificate, Diploma, or Degree required
- Proof of Valid Driver's License, \$2 Million Liability Insurance, Driver's Abstract, Safe vehicle for work use
- Current Police Information Check, including the Vulnerable Sector

Please submit your **cover letter & resume** to:
Kristen - Services Director at servicesjobs@abilityresource.ca
or in person at 1610 29 Street N, Lethbridge, AB T1H 5L3

Interviews will begin October 20th, 2025.
Applications will be accepted until a suitable candidate is found.
Thank you to all who apply – only those selected for an interview will be contacted.