



Administrative Coordinator – Women’s Emergency Accommodation Centre (WEAC)

Are you an organized and detail-oriented administrative professional that thrives in a fast paced environment? Do you excel at providing person centered services with non-judgement and openness with an end goal of ensuring all people feel welcome at some of their most vulnerable moments? e4c’s Women’s Emergency Accommodation Centre (WEAC) is searching for an Administrative Coordinator where you will be responsible for all administrative duties and support to the WEAC team! You will be an ambassador and provide supports related to: reception, financial and human resources administration. The Administrative Coordinator is the first point of contact for services at WEAC and ensures program participants and shelter staff are fully supported through a person-centered and non-judgmental approach.

The Women’s Emergency Accommodation Centre (WEAC) is an emergency shelter for up to 64 women and is open 24 hours per day, 7 days per week and 365 days of the year. WEAC serves as an entry point to emergency and crisis housing, meals, personal hygiene care, laundry and on-site access to medical and mental health supports. You will ensure a safe and secure environment is maintained to meet the basic needs of a diverse population of transient homeless women and persons facing sexual exploitation, violence, abuse and addiction issues.

Hours: Full-time: 40 hours per week: 8:30am to 4:30pm; flexibility in scheduling may be required.

Why Join Our Team

- Full time position includes: health, dental, RRSP contributions, a robust employee assistance program and other work related benefits.
- In-house collaborative training opportunities and supervisory coaching sessions to build knowledge, skills and tools relevant to your role and duties as a leader.
- Be supervised and mentored through observation, formal and informal coaching session and overall recognition of successes in support of your professional capacity.
- Connect with a variety of stakeholders – team members, residents, general public and community members to build and model positive neighbor relations.

In Your Role You Will

- Support management team and shelter staff with day-to-day administrative duties (including but not limited to: taking meeting notes, handling correspondence, scheduling appointments, maintain suspension lists, answering calls and referring inquiries to appropriate staff etc.)
- Coordinates and manages scheduling for all front-line shelter staff.
- Review staff timesheets for accuracy and completes payroll on a biweekly basis.
- Performs debit or credit reconciliations and the submission of user fees in collaboration with Finance department.
- Develop relationships with WEAC team, stakeholders, community members, donors and external agencies to support program delivery.
- Screens and sorts resumes in partnership with the WEAC management team and participates in interviews as required.
- Record program statistics (i.e.: intake, overall occupancy, turnover, personnel file documentation) and ensure timely submission as required.
- Manage and complete intake tracker, filling empty beds and making appropriate referrals.
- Maintains document filing system and develops or updates program materials, office processes, documents and forms as required.
- Responds to donations and in-kind requests with support of the Communications and Fund Development team.
- Update and maintain staff phone lists, distribution lists and emergency contact information.
- Receives, sorts and distributes all incoming deliveries and mail along with coordinating all outgoing mail.
- Monitors, orders and maintains sufficient office and site supplies to ensure efficient program operation whilst adhering to program budgets as required.
- Comply and adhere to legislation, bylaws, standards (health, fire, safety, city etc.) related to health and safety.



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Education and Certifications

- Degree or diploma in Social Work, Child Youth Care, Nursing or related human services field.
- Police Information Check with Vulnerable Sector.
- Child Intervention Record Check.
- Required (or willingness to obtain)
 - First Aid and CPR
 - De-escalation
- Recommended:
 - Medication Administration
 - Suicide Intervention
 - Harm Reduction

Experience

- 2+ years of administrative experience individuals dealing with a multitude of barriers including: homelessness, poverty, addictions, mental health and sexual exploitation.
- Background and experience working with people requiring higher levels of support due to complex trauma, addictions, mental illness, and/or poverty.
- Experience with harm reduction, person-centered, trauma-informed, strength based, collaborative, and/or solution focused practice.
- Excellent computer skills in a Microsoft Windows environment. Must include Word, Excel, PowerPoint, web browsing and skills in database management.
- Experience using Efforts to Outcome (ETO) program is an asset.

Competencies

- **Relationship Building:** Able to build formal and informal relationships. Models and fosters respect and reciprocity with people served in the program, team members, other e4c personnel, external service providers and community members through a non-judgmental approach.
- **Communication:** Comfortable communicating formally, informally, in groups and one-on-one. Able to actively listen and build on-going support with shelter users.
- **Teamwork:** Work collaboratively and effectively with staff, colleagues, shelter users and stakeholders to achieve collective results.
- **Service Orientation:** ability to understand shelter users’ needs and ensure users feel safe and welcomed during their stay at the shelter.
- **Flexibility:** Able to manage multiple projects and deadlines; strong organizational skills with the ability to multi-task and prioritize multiple priorities.
- **Professional** - High level of integrity, ethics and professionalism; must be able to handle all confidential information with discretion and sensitivity.

Apply

Please submit a thoughtful Cover Letter and Resume outlining your relevant experience and qualifications:

- Email: careers@e4calberta.org
- Website: www.e4calberta.org

At e4c diversity is our strength. We embrace diversity and offer equal opportunities to all qualified applicants. We welcome your application regardless of origin, culture, ethnicity, age, ability, gender identity or faith.

Thank you to all those apply and those who are short-listed will be contacted.