



Job Postings

Position: Administrative Assistant

Compensation: \$15/hr, 35hrs/week, 8 weeks

With the support of Canada Summer Job Grant, YCAE is currently seeking an Administrative Assistant to join our team for an 8-week term during the summer of 2026.

Job Description: We are seeking a highly organized and proactive Administrative Assistant to join our team. This is an excellent opportunity for someone passionate about community work and interested in gaining hands-on experience in a dynamic non-profit environment. The ideal candidate will provide comprehensive administrative support to ensure the smooth operation of our office and assist with various program-related tasks. This role requires excellent communication skills, attention to detail, and the ability to manage multiple priorities effectively.

Key Responsibilities:

- Welcome clients, fielding phone calls and emails with membership, language class and other programs inquiries, and provide administrative services to the YCAE program development team.
- Assist with the preparation and submission of grant applications and related documentation.
- Provide support to the program coordinator, ensuring efficient execution of tasks, events and programs
- Schedule and coordinate internal and external meetings and appointments.
- Track and manage records of enrolled program participants, including payment details and other relevant information.
- Assist with the preparation and organization of program-related materials and resources.
- Record and prepare minutes for meetings, seminars, conferences, and presentations.
- Manage email distribution lists and ensure effective communication channels are maintained.

Qualifications:

- High school or post-secondary students enrolled in Business Administration or Administrative Assistant courses.
- Experience as an Administrative Assistant or in a similar role is an asset.
- Comfortable using Microsoft Office (Word, Excel, PowerPoint), Adobe Suite and familiarity with other administrative software.
- Ability to work independently and as part of a team.

Deadline for Submissions: Open Until Filled

Job Start Date: July 3rd, 2026

To Apply: E-mail your cover letter and resume to HR Manager, at: careers@yorubasofedmonton.ca

Subject: **Office Administrative Assistant 2026.** Only applicants selected for interviews will be contacted.

Working Conditions:

- Full-time position with standard office hours.
- Role is hybrid