

Employment Opportunity – Administrative & Project Officer

At Truly Alive Youth and Family Foundation Inc [TAYFFI], our success depends on our people, productivity, and procedures. We are committed to providing impactful support to all persons seeking our services and programs. Our stakeholders across non-profit and allied industry are integral to our successes.

Recognizing the dedicated contributions of our staff towards advancing the vision, mission, and strategic priorities of our organization, an Administrative and Project Officer is the supportive force driving each of these areas, and we're currently seeking someone stellar to take the reigns.

The ideal professional for the role is a flexible problem solver with superb communication skills with a detail-oriented mindset. He/she/they should have prior experience thriving in an administrative capacity in an office environment. Multitasking and the unique ability to deftly handle the unexpected are essential qualities to bring to the position.

Job Title: Administrative and Project Officer

Immediate Supervisor: TAYFFI Executive Director

Employment Classification: Term Contract, July 2020 – December 2020; with the possibility of extension

Work Hours/Schedule: 20hrs/week; Monday – Friday, 9:00am – 1:00pm; with the possibility of increased hours

How To Apply: Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at info@trulyalivefoundation.org by Monday June 15, 2020.

NOTE: Only applicants shortlisted for interviews will be contacted.

About Us:

The Truly Alive Youth and Family Foundation Inc [TAYFFI] is a Saskatoon-based non-profit organization that provides support services for youth and families, especially members of vulnerable populations, in order that they become engaged and contributing members of their respective communities.

Objectives of this Role

- Ensure general management of the office, overseeing operational efficiency, effective communications, and other types of strategic and tactical planning
- Maintain facilities management, including space planning/design, vendor contracts and relations, and facilitation of all office functions and services
- Act as primary liaison between the company, staff, and office building management, providing information, answering questions, and responding to requests
- Oversee and achieve organizational goals while maintaining an efficient, productive, and positively cultured office and employee experience

Daily and Monthly Responsibilities

1. Warmly greet visitors to our facility; answer and direct phone calls promptly, fielding solicitors/cold sales calls; and maintain office efficiency arranging necessary repairs
2. Perform a variety of administrative duties, such as generating and distributing memos, letters, spreadsheets, forms, and faxes; and sorting and distributing incoming mail
3. Assist with billing by preparing and sending invoices; maintain client databases; track accounts; oversee the invoice workflow, and assist in copying and distributing production orders and other internal documents as requested
4. Coordinate all activities, including committee meetings, documentations, and reporting to stakeholders as directed by the Executive Director
5. Manage and maintain the organization's social media platforms i.e. Facebook, Twitter, Instagram, YouTube, and LinkedIn
6. Coordinate volunteer recruitment, training, and placement
7. Update spreadsheets used by accounting, production, and field services as requested
8. Maintain periodic contact with clients and stakeholders as directed
9. Coordinate the development and hosting of annual and special events/meetings of the organization
10. Schedule and track meetings and appointments; perform other duties as assigned by the Executive Director or designate

Skills and Qualifications

- ✓ Proven administrative experience
- ✓ Superb written and verbal communication skills
- ✓ Strong time-management skills and multitasking ability
- ✓ Proficient in Microsoft Office, with aptitude to learn new software and systems
- ✓ Solid interpersonal skills
- ✓ Readiness and willingness to work within a fast-paced environment

Preferred Qualifications

- Post Secondary Degree in Business Administration or related degree
- Demonstrated ability to communicate with clarity by listening to others, speaking effectively and preparing written communication in a clear and concise format; uses a method of communication that builds shared meaning through actions and responses to others
- Previous success in office management
- Experience managing budgets and expenses
- Experience developing internal processes and filing systems
- Comfortable handling confidential information
- Ability to adapt to changing situations in a calm and professional manner
- Access to a functional vehicle and ability to travel to Regina, for meetings if required