



Administrative Assistant, FCSS

Temporary, Full-time – 35 hours / week

1 year term

\$26.51 - \$33.14 hourly

Come work with us!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the Opportunity?

We are currently recruiting for a temporary, full-time **Administrative Assistant, FCSS** for our Family and Community Support Services department.

While reporting to the Manager, Family and Community Support Services, this position is responsible for providing administrative support and office coordination to the business unit of Family and Community Support Services. This position has regular involvement with a very diverse clientele; therefore, showing concern for the community and displaying awareness, tact and diplomacy at all times is required in this position. This is a high-paced office with a diverse range of clients with high needs. The ability to work with people from all walks of life, situations and social backgrounds will require high standards of integrity and confidentiality. The capacity to deal with emotions of people using sensitivity and empathy will be necessary. Many of the residents accessing FCSS services are experiencing stressful situations such as family violence, mental health issues, financial challenges, displacement and social injustices that make them vulnerable.

What will you do?

- Office coordination and reception- in person and over the phone greet, assist, and serve all demographics of residents including seniors, youth, families, and the vulnerable population.
- Provide administrative support in many forms to the FCSS team.
- Provide information and basic referrals to residents as appropriate. Connect residents with appropriate or staff members or community agencies.
- Administratively support and coordinate the FCSS Advisory Board meeting. Transcribe meeting minutes, book guest speakers and support FCCSS Manager. This will require one evening shift per month.
- Successfully utilize the FCSS database and document all daily interactions.
- As projects arise, administratively support the team's portfolio for success.

What will you need to succeed?

You are an ideal candidate if you have the following:

- High school diploma and completion of a Diploma-training program at a college or technical school.
- Three (3) years of directly related administrative experience in a demanding fast-paced office environment.
- Experience in a social services office setting would be an asset.
- Considerable knowledge of MS Office and Procura applications.
- Knowledge of the FCSS Act and Regulations would be an asset.
- Municipal government experience would be an asset.'
- Experience with database use would be an asset.

Successful candidate must be able to provide a clean Criminal Records Check, at own expense, as part of the hiring process.

MyRewards@COL

- Competitive salary
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Employee Family Assistance Program
- Free Parking
- Safe office location in a park-like setting

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 PM (MT) on September 12, 2024. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.