

Quint is a unique community economic development organization that works in Saskatoon's core neighbourhoods in the areas of affordable housing, employment and social enterprise. We are seeking a dynamic individual to fill the Program Administrator position for our social enterprise programs which employ individuals facing barriers to employment such as previous contact with the justice system, housing insecurity, lack of education and experience, etc.

The Program Admin provides professional office support to manage the day-to-day administrative tasks as well as a variety of duties that ensure smooth operations of our programs. The successful candidate will have a positive attitude, a desire to work as efficiently as possible, with excellent personal communication skills and have the ability to undertake a variety of office tasks. This person will be comfortable with a high degree of attention to detail and discretion while managing multiple tasks and who can operate effectively with little or no supervision.

37.5 hours (Mon-Fri), \$22.40/Hour, Blue Cross, RRSP matching

DUTIES

- Provide general administrative and program support to senior social enterprise staff.
- Maintain accurate records, including timesheets, reports, personnel records, evaluations and other reporting documents as required
- Data input and file management
- Manage appointment calendars, track deadlines, and other relevant time-sensitive information
- Support Quint Communications staff with program info/updates
- Occasional driving tasks will be required
- Attendance at Quint meetings and events to represent social enterprise programming when necessary

EDUCATION, SKILLS AND EXPERIENCE

- Adaptable, with proven ability to multitask effectively
- Positive attitude with excellent communication skills and the ability to build relationships with individuals with diverse backgrounds and experience
- Highly organized with strong attention to detail
- Self-motivated worker who actively seeks opportunities to support and contribute to organizational objectives
- Ability to work independently while exercising good judgement and managing time effectively
- Be proficient in MS Office Applications; Word, Excel, Power Point, Outlook and internet research
- Previous experience in a fast-paced environment with dynamic priorities is considered an asset

How to Apply: Please submit your resume along with a cover letter detailing your qualifications and experience to Aaron at info@buildupsaskatoon.ca by September 27th, 2024.