

Quint is a 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. This position provides wide ranging office support to manage the day-to-day administrative tasks and ensure smooth operations of our programs.

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

#### 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 Julia at [julia@quintsaskatoon.ca](mailto:julia@quintsaskatoon.ca) by November 5th, 2024.