



Shaping a safe and inclusive Bow Valley that empowers women and their community for a better future.

Employment Opportunity

Night Auditor & Security Agent

Salary: \$19.50/hour

Working at YWCA Banff

YWCA Banff is looking for a Night Auditor & Security Agent to join our close-knit team. We are looking for a community-minded individual who engages with others from a place of empathy, understanding, and desire to help. This is an overnight position which provides time to be on the hills during the day and includes some downtime overnight to study or advance personal interests.

A Day In the Life

The YWCA Banff provides a variety of offerings to the community. These include affordable and emergency housing, services for the prevention and response to sexual and domestic violence, COVID-19 isolation spaces, and a social enterprise hotel. As the first point of contact for those engaging with YWCA Banff after-hours, the Night Auditor & Security Agent will have a high degree of task diversity. These tasks will include:

- Completing the property management software's 'day-end close', ensuring alignment with financial auditing processes
- Security patrols of the property
- Engaging in positive and friendly interactions with residents and guests
- Coordinating after-hours support with partner agencies in the community
- Special projects such as data collection, reporting, contract preparation, and creating resident communications

Qualifications & Experience

The ideal candidate offers:

- Night shift experience

- A flexible schedule
- Experience in a social services non-profit
- Experience with property management software in hotel setting
- A high degree of empathy

Position Details

- Schedule will primarily be overnight shifts (12am-8am), with daytime training shifts.
- \$19.50/hour
- Sick-time benefit
- Staff accommodation available at discounted rate of \$10.00/day

If you want work that will change lives, we want to meet you.

If you are interested in this role, please submit a cover letter and resume. For the full job description or to learn more about this opportunity please reach out to jobs@ywcabanff.ca

Closing Date: March 9, 2022

The YWCA offers a competitive benefits and compensation package with options for flexibility and encourages training and personal development for all employees.

YWCA Banff is an equal opportunity employer. Our organization cultivates a diverse, inclusive environment in line with our commitment to building a thriving, equitable society for everyone.

We encourage all qualified applicants to apply including women, persons with disabilities, members of visible minorities and Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.