

Employment Opportunity

Executive Receptionist

Salary: \$40,950-\$50,700

Working at YWCA Banff

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that empowers women and their community in support of our vision of a thriving, equitable society. The primary role of the Executive Receptionist is to greet every person entering the building and answer and manage the phones. Key responsibilities include providing day to day administrative support, assisting with special projects, supporting people and culture initiatives, and database support.

A Day In the Life

Specific responsibilities include but are not limited to:

- Greet all people coming into the building and help direct them as needed
- Support with annual Audit
- Support with collection and delivery of mail, including distribution of resident mail
- Data entry and data collection from property management system and POS machine
- Petty cash management in collaboration with the Finance departments
- Maintain all internal and external systems including phone and SharePoint
- Support organization with internal systems to ensure an ongoing efficient office environment
- Coordinate IT and office needs including – tech maintenance, ordering supplies, troubleshooting issues with internet
- Organize and manager internal meetings, trainings, and special events including Staff Meetings
- Arrange Annual Board Retreat & coordinate Board events as requested
- Manage job postings across websites, compile info in a spreadsheet & resumes/cover letters & share with the hiring manager.
- Schedule monthly staff meetings, organize agenda & purchase lunch for all meetings, as requested
- Coordinate people and culture (HR) initiatives as required

Qualifications & Experience

The ideal candidate offers:

- Post-secondary degree in a related field or equivalent work experience
- Ability to multi-task independently in a fast-paced, ever-changing environment, with flexibility to cross-train in support of other departments
- Confident, professional presentation, writing and editing skills
- Proven experience in database management
- Advanced experience in Microsoft Office including Sharepoint required
- Proven organizational skills and attention to detail
- Knowledge of the Bow Valley community and established networks an asset
- Knowledge of IT systems including Microsoft Office and Sharepoint is an asset
- Commitment to uphold YWCA Banff's code of conduct and confidentiality

Position Details

- This is a year-round position at 37.5 hours per week
- 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 to jobs@ywcabanff.ca.

To learn more about this opportunity or to request accommodation in the application process, please reach out to jobs@ywcabanff.ca

Applications will be accepted until Jan 27th 2023.

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 committed to reflecting the diversity of our community and our field of work, in line with our commitment to building a thriving, equitable society for everyone. We celebrate diversity, recognizing it as both a strength and an advantage to our organization and community.

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

YWCA Banff strives to create a working environment that is inclusive, psychologically and physically safe and ensures everyone can be heard and valued for their contributions. YWCA Banff is committed to making any reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. To request an accommodation, please email jobs@ywcabanff.ca.