



In School Settlement Program Administrative Assistant

The Calgary Bridge Foundation for Youth (CBFY) provides a welcoming and inclusive environment for immigrant and refugee youth and their families by enriching them with the appropriate information, knowledge and experience as they build a life in Canada through four core programs: The Afterschool Program, The In-School Settlement Program, The Mentorship Program and The RBC Youth Empowerment Program. As an Administrative Assistant, you will perform all or one of the responsibilities outlined in this position description based on the requirement of the specific program. All volunteers need to undergo a Criminal Record Check.

If you are interested in volunteering with the In School Settlement Program, please fill out your application on our [Better Impact](#) page.

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| Job Title: | Administrative Assistant |
| Purpose: | As an Administrative Assistant, you will have the opportunity to make a difference in the lives of immigrant and refugee youth and their families . This is your chance to help new Canadians obtain the required information to integrate into Canadian society, access community resources, and feel like they belong when they transition into a new place. You can achieve this by bringing your unique skills and personality traits to our diverse team. We encourage you to be enthusiastic, be accountable, respect diversity, and lead by example. |
| Duties & Responsibilities: | <ul style="list-style-type: none"> ▪ Assist our clients by greeting, welcoming, and re-directing to the appropriate person ▪ Answer, screen and forward any incoming phone calls while providing basic information when needed ▪ Book meeting rooms ▪ Prepare meeting rooms ▪ Update appointment calendars and schedule meetings/appointments ▪ Perform other clerical/ administrative duties such as filing, photocopying, collating, faxing, etc ▪ Assist in resource preparation, workshop package preparation, data entry, and clients' file management ▪ Contact clients to obtain missing file information ▪ Ensure all clients and participants are treated with respect and integrity ▪ Build positive relationships with staff, clients, and community partners ▪ Attend training as required ▪ Other tasks as required by the program |
| Time Requirement: | Minimum of 3 months' time commitment. |
| Skills & Qualifications: | <ul style="list-style-type: none"> ▪ Intermediate user of MS office ▪ Must be sensitive to cultural differences and comfortable to work in a multicultural team ▪ Must be 18 years old or older |



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| Orientation and Training: | Mandatory CBFY volunteer orientation and other training as required by the specific program |
| Supervision/ Staff Support: | Administrative Assistants are under the direct supervision of program staff, e.g. In-School Settlement Administrator, but can also expect to interact regularly with, and be held accountable by the respective Program Manager. |
| Benefits: | <p>There are many benefits to volunteering for The Calgary Bridge Foundation for Youth. Here are just a few:</p> <ul style="list-style-type: none"> ▪ Learn new skills and gain experience ▪ Learn about other cultures and share your own ▪ Make a tangible, measurable difference each and every day ▪ Receive a reference letter after the completion of minimum time commitment ▪ Work alongside an exceptional team of people ▪ Meet people and expand your network ▪ Give back to the community ▪ Participate in volunteer recognition events held throughout the year |