

**Employment Opportunity
Youth Employment Program Administrator
Contract Part-time Position 20 hours/week
Closing Date: Until suitable candidate is found**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

Job Objective

The Program Administrator will provide administrative assistance and support to the Youth Employment Program team. The Program Administrator will work collaboratively with the program manager, supervisors and coaches to ensure day to day operations of the Program.

Scope of Duties and Responsibilities:

- Support planning and coordination of program and its activities.
- Administer the collection, input and analysis of data into program databases. Develop monthly, quarterly and annual reports.
- Support in the testing of the Client Management (CMS) Database.
- Support with managing and tracking the program budget.
- Support team operations, including workflow processes and timelines for projects and meetings; track and report progress against metrics.
- Prepare and distribute a wide variety of correspondence, reports, memos, letters, newsletters and emails
- Administer the indexing and management of program operation files and electronic documents.
- Assist with coordination of event logistics.
- Organize internal and external meetings, develop agendas, maintain and distribute minutes.

Other:

- Manage program shared calendars
- Facilitates communication within the program and all stakeholders
- Administers and supports full-time program staff participation at various functions and events
- Work with the Program Supervisors to ensure continuity and delivery of services
- Serve as an ambassador for CBFY
- Assist in the development of program training material
- Assist with any other administrative duties with YESS program as needed

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

- Minimum 2-year diploma in business, administration or related field
- 2-3 years of equivalent experience
- Excellent time management skills and strong attention to detail
- Proficiency in Microsoft Office Suite software including Word, Excel, PowerPoint and Outlook scheduling.
- Ability to learn and adapt quickly to new software systems
- Ability to plan, prioritize and organize work with multiple demands and deadlines
- Superior communication skills, both verbal and written English
- Ability to work independently with demonstrated strong judgement and decision-making abilities
- Demonstrated experience in dealing with confidential information

Lines of Communication/Accountability

- + Reports directly to the Program Manager
- + Work closely with Program Supervisors, Program Outreach Coaches
- + Occasionally work closely with the Volunteer Resource Department and other CBFY staff members as needed

Please submit your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at www.cbfy.ca