

Employment Opportunity

Program Administrator (Maternity Leave coverage)

Full time Contract position ending May 31, 2025

Closing Date: May 6, 2024

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 school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

Job Objective

Under the direction of the Program Manager - Operations, the role of the Program Administrator will provide administrative support to various CBFY programs. The Program Administrator will work collaboratively with all Program Team Leaders and front-line staff to ensure day to day operations of the programs.

Scope of Responsibilities

- + The Program Administrator performs administrative functions that may include program administration, data management and development of reports from databases.
- + Flexible adaptability to meet the dynamic needs of the organization is an essential quality for this position.

Administrator Responsibilities:

- Prepare and distribute a variety of correspondence, reports, memos, and letters as they pertain to programs.
- Administers and supports with the logistical aspects of the program functions and events, as needed.
- Administer, with the input of the Program Managers, current program policy and procedures and relevant trainings.

Client Management Responsibilities:

- Administer the collection, input, and analysis of data into iCARE.
- Develop monthly, quarterly, and annual iCARE reports.
- Manage the Client Management Software (CMS) Database.
- Provides training to staff on the Client Management Database (OCMS)
- Administer the indexing and management of program operation files and electric documents as per funder requirements.
- Provide relevant data and current program information to program managers as requested.
- Work with the Program Managers to identify service gaps based on CMS data and offer feedback and input for the continuity and delivery of services.
- Work collaboratively, as needed, with the Research and Evaluation Coordinator to track client data.

Other duties:

- Provide various supports to the Program Manager(s) as requested.
- Participate in internal committees such as Social Committee, YAA Committee, POV Committee

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 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.

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individuals. Visit our website at www.cbfy.ca