

**Employment Opportunity
Program Administrator
Full time position: 40 hours/week
Closing Date: May 16, 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.

About the position:

As a Program Administrator, you will be responsible for performing a variety of general office support duties for The Calgary Bridge Foundation for Youth. This position will include reception, purchasing, organizing, scheduling and other related responsibilities to assure the professional operation of a busy non-profit, immigrant serving agency. The office reception area also includes a newcomer reception center welcoming many clients each day with highly varied background experiences and languages and almost always includes children and youth of varying ages. This is a dynamic, active environment that is often unpredictable and requires effective, professional communication with multiple stakeholders, including volunteers, at all times.

Ideal applicants will have had previous experience with reception-related responsibilities, offer a welcoming and professional approach to all communication and problem-solving opportunities, and be a highly organized self-starter.

Responsibilities:

- Manage the office reception area, welcoming clients.
- Ensure the office environment is clean, organized, and presentable at all times.
- Coordinate scheduling for appointments, meetings, and events.
- Assist in the coordination of organization-wide social events and workshops.
- Handle incoming calls and inquiries, directing them to the appropriate staff members.
- Professional appearance of the office area; support with office set up and daily organization.
- Maintain office supplies inventory and place orders as needed.
- Collaborative planning with co-workers, volunteers to best accommodate clients and guests, including walk-in clients and support with scheduling.
- Prepares and maintains a variety of records and files, including information of a confidential nature.
- Receive and distribute mail to appropriate parties.
- Managing purchasing requests for the office and off-site teams, including researching vendors and obtaining quotes.
- Supporting the Programs division as needed with meeting minutes, visa and mileage claims, scheduling, introductory reporting.
- Performs other duties as required.

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

Qualifications and Requirements:

- Bachelor's degree in business administration or related field preferred.
- Minimum 1-2 years related experience.
- Non-profit experience a plus.
- Excellent communication skills, both verbally and in writing.
- Organizational and time management skills.
- Proficient in using Microsoft programs including Word, PowerPoint, Outlook, and Excel.

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