



**Position:** Administrative Assistant

**Location:** Fort Macleod FCSS

**Hours:** 25–30 hours/week, (Typical hours are 9:00AM to 3:00PM Monday – Thursday, 9:00AM to 1:00PM Fridays with additional hours needed for special events)

**Wage:** \$20.00–\$22.00/hour (based on experience)

### **Job Overview**

Fort Macleod Family and Community Support Services (FCSS) is seeking a dedicated and detail-oriented **Administrative Assistant** to join our dynamic team. This role is essential to ensuring smooth office operations and supporting the successful delivery of community programs and events.

### **What We're Looking For**

- Exceptionally organized and detail-oriented
- Friendly and professional in client interactions
- Clear and confident communicator with strong written and verbal skills
- Comfortable managing multiple tasks and shifting priorities
- Able to work independently and collaboratively within a small team
- Flexible, with a willingness to adjust hours occasionally for special events

### **Key Responsibilities**

- Greet clients, answer phones, and provide general information
- Fax, email, and submit forms on behalf of community members
- Maintain accurate statistics, including client interactions and event participation
- Respond to general inquiries via phone, email, and in person
- Perform administrative duties such as filing, photocopying, and organizing office materials
- Assist with the planning, setup, and facilitation of FCSS events and programs
- Support day-to-day operations to maintain an organized and efficient office environment

### **Skills & Qualifications**

- Strong organizational skills and keen attention to detail
- Proficiency with Microsoft Office and basic computer applications
- Experience planning and coordinating inclusive activities and events for families, children, youth, and seniors
- Positive attitude with a willingness to learn and adapt

### **Why Join Us?**

This is a great opportunity for someone who enjoys a mix of structure and variety in their work and who takes pride in helping a community-focused organization operate at its best.