



Position: People & Community Administrator, Full Time

Want to do work that makes a difference?

Join us as we work to change lives and build a more inclusive economy in Calgary! Check out our mission, vision and values on our website. We invite you to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty. We also approach poverty from a systems change lens, considering public policy and building the capacity of the community to scale Community Economic Development impacts.

We are an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We are professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs to Social Workers and everything in between.

We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

What you'll be doing:

The People & Community Administrator supports the administrative functions across several key areas; Human Resources, Thrive, and Aspire (Calgary's Financial Empowerment Collaborative). As such, this role is supported jointly by the HR and Community Initiatives Managers. The primary responsibilities include:

- Administration
- Information Management
- Program & Event Logistics
- Project Work

Who we're looking for:

- An administrative professional
- You are a problem solver
- You're a technology wizard
- You're a data geek
- You are process oriented

- You are an i-dotter and t-crosser
- You are friendly and outgoing
- You can work independently with little supervision
- You work well in a collaborative team environment
- You like to help others
- You are flexible
- You can plan an event with pizzazz
- You can develop and manage external relationships
- You can coordinate project work
- You can work occasional evenings and weekends

What you need to do it well:

- You have post-secondary education in the field of office or business administration
- You have experience designing and implementing processes
- You have a high degree of discretion/integrity in dealing with confidential/sensitive information
- You have experience with data management systems and processes, including comfort with data bases
- You have demonstrated organization and time management skills
- You have exceptional computer and technology skills
- You are a great communicator (both oral and written)
- You have experience creating, reviewing and editing documents
- Knowledge of Community Economic Development is considered an asset
- Experience in the non-profit sector is considered an asset
- Experience working with vulnerable and diverse populations is considered an asset

Primary Relationships:

- Community Initiatives Manager
- Human Resources Manager
- Thrive CED Coordinator
- Thrive Learning & Leadership Coordinator
- Thrive Facilitator
- Aspire Coordinator

Key Areas of Responsibility:

Administration

- Printing, copying, scanning, mail merges & filing
- Electronic scheduling (Outlook)
- Personnel file maintenance
- HR support with compensation
- HR letter preparation
- Onboarding and orientation support
- Meeting support (host set up, note taking and clean up)
- Prep materials for classes, workshops & events
- Document preparation (layout, copy edit, etc.)
- Presentation preparation
- HR Analysis and reporting support
- Organizational chart maintenance
- Electronic file management
- Recruitment support (job posting, resume sorting, etc.)
- Purchasing

Information Management

- Database entry (working with various internal databases)
- Data planning, collection and maintenance
- Data design – flows & processes
- Administer evaluations
- Statistical reporting

Program & Event Logistics

- Manage program applications
- Manager workshop/event registrations (list management, mail chimp, Eventbrite)
- Develop project plans
- Book venues, catering, and other accommodations
- Provide onsite support to events/workshops (set up & take down)
- Create program calendars & make room bookings
- Assist with organization award applications

Project Work

- Development of Record Retention Guidelines
- Development and maintenance of HR Wiki page
- Revision and maintenance of Business Continuity for the organization
- Research and Coordinate Organizational Training initiatives

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM1101

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org