

## Administrative Coordinator

### Job Posting

**Job Title:** Administrative Coordinator, Finance and Operations  
**Position Type:** Permanent Full-time  
**Hours:** Monday – Friday 8:15am – 4:30pm (occasional evening and weekend work required)  
**Salary/Wage:** \$42,525 - \$57,644  
**Closing Date:** Feb 16, 2018

### Organization Summary

CMHA-Edmonton is a non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery, and suicide prevention through education. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention; safe, long-term and affordable housing; peer connections; suicide grief and family support; advocacy and wayfinding; and providing opportunities to improve your wellness.

Join us and make a difference in the lives of individuals and families affected by mental illness and stressful situations including abuse, violence, and suicide.

### Job Summary

Reporting to the Director, Finance and Operations, the Administrative Coordinator will provide administrative and coordination support functions for a variety of program areas across CMHA-Edmonton. The position is responsible for: coordination activities associated with workshops provided by Education Services; tracking, monitoring and invoicing for services provided through the Practical Supports Program; and coordinating the ordering and distribution of the Tough Times Handbooks that are requested by community groups and organizations. The Administrative Coordinator will also provide general administrative support to assist in the smooth functioning of the CMHA-Edmonton office operations. Duties can include: the ordering of office supplies and promotional materials; processing credit/debit card payments; assisting with payroll activities; receptionist cover-off; etc.

### Qualifications/Experience

- Grade 12 Diploma (relevant post-secondary certificate or diploma preferred)
- Minimum of 3 years related experience in an administrative support role where coordination activities were a significant part of the role
- Acceptable attainment and maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check
- Attainment and maintenance of a First Aid certification
- Attainment and maintenance of a Mental Health first Aid certification

### Skills/Abilities

- Strong interpersonal, verbal and written communication skills
- Ability to work independently, set priorities, meet deadlines and allocate time and resources effectively

- Organizational skills with a keen attention to detail, a high degree of accuracy, and excellent time management and prioritization skills
- Ability to deal effectively with the other staff, the public, stakeholders and community agencies and maintain good relations
- Ability to work effectively in a multi-program and multi-task environment
- Ability to deal with challenging situations and work with individuals with diverse personalities
- Excellent computer skills, including a high level of familiarity with Microsoft Office Suite
- Ability to effectively use Simply Accounting and/or ACCPAC, and be able to work with databases (preference for Microsoft ACCESS)

**Apply, with cover letter and resume, to:**

**[hr@cmha-edmonton.ab.ca](mailto:hr@cmha-edmonton.ab.ca)**

We thank everyone for their interest and will only reply to those individuals who will be contracted for an interview.

Thank you for making mental health matter.