

## POSITION DESCRIPTION

### **safeTALK Program Administrator** (part-time, maternity leave)

Reports to:	safeTALK Operations Manager
Direct Reports:	n/a
Other Reports:	n/a
Location:	Calgary, AB

## MANDATE

As a member of the safeTALK Operations team, this role provides administrative services to the Operations Manager as well as safeTALK trainers and participants.

## KEY ACCOUNTABILITIES

The position includes the following responsibilities:

- Process T4T postings, registrations, correspondence and Instructor Reports;
- Provide support for T4T contract development;
- Assist and respond to Instructor, Trainer and Community inquiries as necessary; and
- Update suicide statistics quarterly (ASIST Iceberg document).

## QUALIFICATIONS

### **EDUCATION:**

- Minimum of post-secondary diploma or equivalent in an administrative studies field.

### **EXPERIENCE:**

- Minimum three (3) years of experience working in an office environment providing administrative services and support to multiple clients.

### **COMPETENCIES AND ATTRIBUTES:**

- Demonstrated attention to detail;
- Demonstrated customer service skills;
- Demonstrated proficiency working with database administration tools & software;
- Advanced level of proficiency using Microsoft Office Suite of software;
- Demonstrated ability to work as part of an administrative team and independently, as required; and
- Excellent communication and collaboration skills.

Compensation for this position is commensurate with the education, skills and experience of the successful applicant. The position will remain open until end of day **January 21, 2019**. Please submit your resume with a cover letter to [hr@livingworks.net](mailto:hr@livingworks.net).

We thank everyone for their interest in this role but please note that only qualified applicants selected for an interview will be contacted.