YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

FULL TIME EMPLOYMENT OPPORTUNITY

JOB TITLE: **Administrative Assistant**

JOB SUMMARY: The YTCCS Administrative Assistant plays an integral role in ensuring the YTCCS office runs efficiently. The Administrative Assistant is expected to work comfortably under pressure, in a fast-paced environment. The Administrative Assistant must be able to organize and coordinate administration duties and office procedures for the YTCCS offices (Edmonton and Sunchild). The Administrative Assistant must be able to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.

REPORTS TO: YTCCS Executive Director and Executive Assistant

SUMMARY OF DUTIES: Duties include but are not limited to:

- Manage the office opening and closing procedures
- Answer telephones and ability to respond to clients or other external stakeholders.
- Monitor and coordinate the flow of information from internal and external stakeholders
- Log and distribute incoming mail including regular and electronic mail
- Prepare, proofread, and/or submit documents, correspondence, and reports as directed
- Maintaining records management system (hard copy and electronic filing systems); including resolving data entry backlog
- Collect and retrieve information from files as needed
- Provide administrative support including copying, scanning, faxing, and emailing
- Attend meetings or conferences, as directed, to take notes or minutes
- Coordinate meeting an/r travel arrangements for YTCCS Staff
- Performing other related administrative tasks, as requested

QUALIFICATIONS:

- Minimum requirement is a high school diploma plus three years of related administrative experience.
- Related work experience in office administration in a legal environment will be considered an asset.
- Valid driver's license and own vehicle required
- Suitable Security Screening (Criminal Record Check and Intervention Record Check)
- Additional pre-employment screening may be required

PREFERRD SKILLS:

- Knowledge of the justice system (example: court processes and documents)
- Strong IT Skills including ability to utilize computer software/programs
- Proficiency in Microsoft Office programs is required
- Ability to work independently and in a team environment
- Excellent organization and time management skills
- Exceptional verbal and written communication skills
- Proper telephone and email etiquette
- Able to effectively handle sensitive and confidential information
- Culturally sensitive and compassionate

Please note that YTCCS Main office is located at 17304 105 Avenue.

Please forward cover letter, resume and three references to:

Janine Kipling, Executive Assistant
email: janine@ytccs.ca

Subject Line: YTCCS_Admin

COMPETITION CLOSES: February 16, 2026 at 4:30 p.m.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. All resumes must be received by February 16, 2026 no later than 4:30 p.m