



Filing Clerk/Administrative Support
Part Time (30 hours per week)
Term position (6 months from date of hire)
McMan Calgary & Area

Under the direction of the Program Manager, the Filing Clerk will be primarily responsible to provide direct administrative support to programs and assist with the following duties:

- Filing paperwork
- Intake package assembly
- Preparing licensing packages
- Entering client information into current database systems
- Training binder assembly
- Closing out and auditing discharged files/ Preparing for send to designated offices
- Auditing files on a regular basis to support workers in continual file completion and information
- Support the DBT Skills Group Training Administration needs (confirming enrollment, consent forms, preparing receipts, tracking payments etc.)

This position will be required to support various program areas as needed with general administrative functions and travel may be required to other program office sites.

The successful candidate will have:

- Must have strong computer skills and be proficiency in MS Office particularly Excel; Experience with Adobe, Word Press, Stripe and/or Constant Contact would be an asset
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Must have a Child Welfare Intervention Check and Police Check (**current within 6 months**)
- Must be able to provide documentation of full COVID-19 Vaccination

McMan Youth, Family and Community Services Association of Calgary & Area is a responsive and innovative organization making a difference in the lives of more than 2600 vulnerable children, youth and families annually.

We support children, youth and families with complex needs that can include mental health issues, addictions, homelessness, poverty and disability by providing them with the services and supports they need to thrive. As a fundamental practice across all McMan services, we work with individuals to help them maintain and grow relationships that can extend beyond our professional support - lifelong connections that can help people sustain and build on, their strengths and new skills.

If you feel you have the skills, background and the desire to work in an extremely rewarding and challenging environment, apply now. If you're looking to make a difference, make it with McMan.

Salary Range: \$19.58 per hour - \$22.06 per hour

Closing Date: Until suitable candidate is found

Submit To: careers@mcmancalgary.ca

Only those selected for an interview will be contacted.