

Administrative Assistant – Women’s Housing, YWCA Regina

Hours of Work: 37.5 hours per week 9am-4:30pm

Length of Employment: Permanent

Closing Date: Nov. 18, 2022

Open to: Internal and External applicants

Salary: \$20.70 hourly

The YWCA Regina exists to support all women and families in the realization of their full potential to benefit the community as a whole. We work to ensure that

- Women and families are safe, secure, and free from gender-based violence.
- They have access to safe, affordable and stable housing.
- They are empowered and supported in accessing tools to navigate social systems to advance their wellness, and are thriving, respected and valued throughout the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of society.

Further, “YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships are corrupted as racism against Indigenous peoples prevails throughout the fabric of Canadian society. The Association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole.” (YWCA Policy Manual).

Position Description

This position is responsible for supporting Women’s Housing leadership in the recruitment and hiring of staff, as well as the maintenance of staff records and other processes as required. This person will also maintain the shift schedule for Women’s Housing by filling shifts and responding to time off requests.

Responsibilities:

- Support Women’s Housing leadership and programs by ensuring all shifts are consistently filled;
- Ensuring the accuracy of timesheets and timeliness of their submission;
- Maintaining current and accurate staff lists;



- Coordinate the recruitment and hiring of new staff; and
- Updating training documentation, including new employee orientation;
- Data collection as needed in coordination with women's housing leadership
- Other responsibilities as required

Qualifications:

- Strong computer and data base skills, demonstrated ability to use Microsoft 365. A suitable combination of education and experience will be considered;
- Demonstrated knowledge of and commitment to principles and practices of diversity, inclusion, equity, and cultural safety in the workplace, including some knowledge of and experience working with Indigenous peoples and communities;
- Knowledge and experience of challenges and opportunities of the non-profit sector, particularly in a shift work environment;
- Superior communication skills, both oral and written, with demonstrated ability to operate as a team player and proven ability to work cooperatively with both staff and management in the resolution of challenges and the creation of opportunities; and
- Demonstrated ability to exercise sound judgment in decision-making.

To Apply: Submit a cover letter and resume (including names and contact information for 3 references) to: Emilym@ywcaregina.com

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume.