



## REACH Edmonton Job Posting

### REACH Edmonton Alberta Office to Combat Trafficking in Persons - Administrator

#### **What's the opportunity?**

REACH Edmonton is looking to fill one Alberta Office to Combat Trafficking in Persons (AOCTIP) Administrator position. This is a one-year contract role **with the possibility of extension.**

#### **Commitment to Equity**

REACH Edmonton is committed to equity, diversity, inclusion and belonging; and strives to be an organization that reflects the rich diversity of our community. At REACH Edmonton, diversity means understanding, recognizing, and valuing the differences that make each person unique. We are committed to removing barriers faced by underrepresented groups.

*REACH acknowledges the work it does in Treaty 6 Territory. Together we acknowledge all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.*

#### **Statement of Preference**

All interested parties are encouraged to apply.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers. People with disabilities, women, Indigenous peoples, members of racialized groups and members of other historically marginalized communities are encouraged to apply.

We also consider qualified applicants with criminal histories, consistent with applicable federal, provincial, and local laws.

If you would like to be considered for employment equity, please indicate this on your cover letter by including the statement "I would like to be considered for employment equity." No further elaboration is necessary, but you are free to add more information if you would like.

### **A bit about us**

REACH is Edmonton's Council for Safe Communities. We are an organization that strives for collaborative and collective community impact. We support and bring together organizations, community groups and Edmontonians to co-develop solutions that make Edmonton a safer city for everyone. We partner on prevention strategies that address the root causes of conditions that place children, youth and families at risk of environments that are unsafe and bring harm. For more information visit REACHEdmonton.ca.

### **Job Summary**

The AOCTIP Administrator plays a pivotal role in maintaining the efficient daily functioning of the office, with a primary focus on supporting the AOCTIP team. The AOCTIP Administrator will provide key support for staff of the three AOCTIP partners, #NotInMyCity, Native Counselling Services of Alberta and REACH Edmonton. They will report to REACH Edmonton, but work closely with partner organizations as well as Government of Alberta staff on the AOCTIP's implementation. Collaborating with diverse stakeholders, this role ensures that project objectives are achieved within defined timeframes and budgets. By delivering essential administrative support, the AOCTIP Administrator contributes to the effective planning, execution, and completion of projects. Close collaboration with project managers, team members, and external stakeholders is key to ensuring the seamless operation of projects.

Human trafficking is a difficult, potentially distressing subject. Be aware that the AOCTIP Administrator may be exposed to triggering information through the work.

**Please be aware that occasional travel and evening work may be required**

**It is preferred that candidates reside in the Edmonton area**

**Interested? Apply before November 22, 2023**

To apply for this position, email a resume and a cover letter to [peopleandculture@reachedmonton.ca](mailto:peopleandculture@reachedmonton.ca)

### **Major Duties and Responsibilities**

- General Administrative Support: Perform various administrative tasks, including data entry, procurement, and ad-hoc duties as needed.
- Project Coordination: Assist in the day-to-day management of projects, ensuring adherence to established plans.
- Documentation Management: Maintain and organize project documents for accessibility by the project team.
- Schedule and Communication: Coordinate meetings, project milestones, and facilitate clear communication among team members, clients, and stakeholders.
- Reporting and Updates: Generate and distribute project status reports and updates as required.
- Resource and Budget Management: Coordinate resources, personnel, materials, and assist with budget tracking for project needs.
- Project Documentation: Maintain accurate records, including project plans, progress reports, and meeting minutes.
- Stakeholder Communication: Prepare and present regular project status updates and reports to management and clients.
- Research: Conduct research on various topics relevant to the projects.
- Minutes Taking: Record minutes of meetings.
- Logistics: Handle logistics related to project activities.
- Virtual Platform Moderation: Ability to moderate and facilitate virtual platforms (Zoom / Teams)

**Knowledge, Skills, and Attributes**

- Three to five years of relevant experience
- Strong ability to prioritize and work flexibly in high-pressure, collaborative environments
- Exceptional attention to detail
- Proficient in adaptability, organization, and planning
- Comfort working in ambiguous environments that are constantly evolving
- Strong ability to anticipate the needs of others and take action
- Excellent interpersonal skills with a proven ability to work effectively with diverse partners
- Proficiency in report writing, budget planning, and time management
- Proficiency in defining goals and objectives, and priority setting
- Proficiency in the Microsoft suite of products, including Word, Excel, and PowerPoint

**Selection Process:**

Shortlisted applicants will be interviewed by a panel of REACH/AOCTIP staff. This is a one-year contract role with the possibility of extension. We operate a 4-day workweek - 7.5hours/day (Hybrid)

**Salary range:** \$52,000 - \$60,000

**Salary will be based on experience and qualifications  
A comprehensive benefits package will be provided.**

**Start Date:** December 4, 2023 (negotiable)

**To Apply:** Please email your resume and cover letter to the attention of [peopleandculture@reachedmonton.ca](mailto:peopleandculture@reachedmonton.ca)

We thank you for your interest in REACH Edmonton and appreciate the effort required to apply for this position. Applicants will be contacted by November 23, 2023 if they are selected for an interview.