



## **Admin Assistant II/Drive Coordinator, FIS**

Permanent, Full Time (40 hours/week)  
McMan Youth, Family and Community Services Association  
Whitecourt, Alberta

We are hiring a permanent full-time Admin Assistant II/Drive Coordinator for our Family Intervention Services program in Whitecourt. This position plays a key role in supporting the program's efforts to enrich the lives of children and families by providing efficient administrative and drive coordination.

### **Who we are:**

McMan is a dynamic not-for-profit social service agency that provides a comprehensive range of programs and services in the Edmonton and North Region. Our talented and valued employees embody our organizational values of Commitment, Trust, Empathy, Respect and Genuineness in our daily practice. We're proud of the work we do and the individuals we support.

### **What you'll do:**

Reporting to the Program Manager, you will work out of the Whitecourt office and balance the responsibilities of an Administrative Assistant and Drive Coordinator, providing essential support to our Family Intervention Services team. This role involves coordinating drives and family visits, managing office operations, and supporting financial and program functions.

### **Key Responsibilities:**

- Maintains professional relationships with internal and external contacts.
- Acts as a point of escalation for service inquiries and manages on-call phone responsibilities.
- Ensures client confidentiality in all communications and interactions.
- Assists with reporting, mail handling, and maintaining client records.
- Manages financial tasks, including petty cash, invoices, and program budgets.
- Coordinates drive and visit schedules, monitors driver training, and ensures compliance with policies.
- Assists in arranging events and booking staff training as needed.
- Supervises office workflows, ensuring office equipment is operational and managing inventory.
- Adheres to safety standards and follows WCB reporting protocols.
- Collaborates to maintain a safe workplace, following emergency and evacuation procedures.
- Completes required training, participates in supervision, and maintains professional certifications.
- Performs additional tasks as assigned by the manager or supervisor.
- Build strong working relationships with families, community partners, and multidisciplinary teams.
- Ensure program delivery adheres to McMan's values, policies, and accreditation standards.

### **What you bring:**

- Post secondary degree or diploma in Business Administration or related discipline
- Minimum of two years as an administrative professional. Equivalencies may be considered.
- Effective communication and problem-solving skills.
- Strong organizational, interpersonal and time management skills. You are naturally drawn to supporting others and improving processes and are able to work with confidential information.
- A high degree of skill in Microsoft Office suite, Adobe, and video conferencing applications.

- Valid Class 5 driver's license with a minimum of 3 years of verifiable driving experience, reliable vehicle, and auto insurance (minimum \$2 million coverage).
- Recent (within six months) Police Information Check.
- Dedication to service excellence and strong commitment to work effectively to work alone and in a team environment.

**What's in it for you:**

- A chance to work with a talented and engaged team of professionals in an organization with a great reputation that offers tremendous service in the community.
- An opportunity to work with an organization with a great culture that values and recognizes the humans that work with us and talent they bring to the table.

**Hours of Work:** This position works 40 hours per week, Monday to Friday, from 8:30 AM to 4:30 PM, within an office environment. Carrying an on-call phone will be a significant part of this role.

The salary for this position is \$21.98—\$24.75 per hour depending on qualifications and experience. McMan offers an environment supportive of ongoing professional development, comprehensive health benefits, and generous paid time off. Interested applicants should submit applications to [Careers.NC@mcman.ca](mailto:Careers.NC@mcman.ca) noting competition number WFD-10, no later than 4:30pm on February 11<sup>th</sup>, 2025.

*McMan Youth, Family and Community Services is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified candidates. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.*

*We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.*