



Office Administrator

Part Time 12-Month Position

Specialized Programs and Services to Support the Development of Young Children

We're hiring and recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools and childcare facilities in Calgary. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families. Learn more about us at: www.providencechildren.com

We are currently seeking a dynamic individual to join the Providence team as an **Office Administrator**. This is a temporary part-time position (24 hours/ week – 0.6 FTE) based at Windsor Park for 12 months, starting in September 2026. This position requires working on-site between 8:00 a.m. and 4:00 p.m., Monday to Friday. It is an expectation at Providence that all employees are vaccinated against COVID-19 as a condition of employment.

Position Summary:

Reporting to the Executive Manager, People and Culture and working closely with the Human Resources Advisor, the Office Administrator provides administrative and clerical support to the HR department as well as broader organization. The successful candidate demonstrates strong organizational skills, attention to detail, professionalism. The Office Administrator is responsible for ensuring adherence with the Protection of Privacy Act for Providence. It is crucial that confidentiality standards are maintained.

We offer:

- Comprehensive health and dental benefits package which includes optional RSP contributions, wellness days, appointment time and paid sick time. Employee Assistance Plan.
- Paid winter and spring break, on top of accrued vacation days.
- Opportunities for professional growth with continuous training, career advancement and allowances for learning.
- Competitive salary range.
- Free onsite parking.

The ideal candidate:

- Self-motivated with the ability to collaborate and work effectively in a team environment.
- Adaptable, dependable, and flexible, with a positive approach to supporting multiple priorities.
- Strong written and verbal communication skills, coupled with exceptional attention to detail and interpersonal abilities.
- Highly organized with excellent time management skills.
- Able to identify priorities, work independently, and consistently meet deadlines.

Responsibilities Include:

- Under the direction of the HR Advisor, support with HR documents preparation, including job descriptions, administrative letters, onboarding forms, etc.
- Support with maintenance of recruitment related documentation and complete data entry on the tracking reports.

- Support employees with troubleshooting issues on HRIS system.
- Assist with HR/payroll related administrative tasks, as required.
- Maintain and update HR filing systems and records.
- Update department level documentation, under direction of supervisor and create reports/data analytic records, if applicable.
- Assist Department Managers with administrative support
- Assist other administrative staff with overflow work, including data entry, maintaining client/administrative files and research as needed.
- Provide front office coverage for breaks and/or as back up when required
- Assist the organisation wide with ad-hoc administrative duties and projects as required.

Qualifications:

- Post secondary diploma in administration or related discipline.
- Minimum three to five years related administrative support experience required.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Working knowledge of MS Office Suite (Excel, Word, Powerpoint) and information systems (eg. HRIS)
- Excellent time management skills and attention to detail.
- Professionalism, credibility and good interpersonal skills to work collaboratively within a team and maintain productive relationships at all levels of the organization.
- Valid first aid certificate and C.P.R. training is required.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

Learn more about us at: www.providencechildren.com