

Where Ability Meets Opportunity

At EmployAbilities, it is our mission to provide specialized services to individuals with disabilities or barriers to employment by creating opportunities for skill development, education, and employment.

We envision an inclusive society where all people are valued, respected, and have the opportunity to work to their full potential.

Since 1974, we have served people with disabilities, barriers to employment, and employers, and acted as a voice of community advocacy. Experience and passion have fueled our leadership in developing programs, services, and resources that increase the economic participation and empowerment of people with disabilities and individuals with barriers to employment. Our services are not about entitlement or compromise, but inclusion and opportunity.

Administrative Support Worker

Location: Edmonton

Part Time/Full Time: Full Time

Hours of Work: M-F 8:30 a.m. – 4:30 p.m. 35 hours/week

Salary Range: \$40,000 to \$45,000 annually

Deadline for Submission: December 12, 2025

EmployAbilities is currently recruiting to fill one (1) Administrative Support Worker position.

EmployAbilities assists clients with disabilities and medical conditions to enable them to overcome employment barriers and receive the support they need to attain and retain work.

Reporting to the Program Supervisor, this position provides essential clerical and organizational support to ensure smooth delivery of employment services for persons with disabilities.

KEY RESPONSIBILITIES:

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Create and maintain up-to-date and accurate files, reports and related documentation in a timely manner based on Agency requirements.
- Support the program team by managing day-to-day administrative tasks.
- Assist with client-related tasks, such as confirming appointments/arranging meetings.
- Data entry for service tracking and outcome reporting in the agency data base.
- Supporting the Program Supervisor with record keeping, including scanning, filing, updating records, preparing meeting minutes/agendas and reports.
- Maintain electronic client files and databases, troubleshooting data entry issues.
- Prepare and maintain various program reports, including collecting and analyzing data for special projects.
- Provide back up support for Skills Facilitator, Resource Centre Worker and Reception.
- Undertake special tasks, research, projects and other assignments as assigned by the Program Supervisor.

QUALIFICATIONS

- Diploma/Certificate in office administration or related field.

- Minimum 1–2 years of experience in administrative or clerical support roles.
- Maintains knowledge of all EmployAbilities programs and services, including eligibility for each.
- Superior communication (oral/written), and interpersonal skills with a desire to work with a broad range of individuals and groups.
- Solid organization skills with the flexibility to adapt to changing tasks and priorities.
- Problem solving and critical thinking skills.
- Proficiency in the use of Microsoft Office Suite, Virtual Meeting platforms (Zoom, Teams, Google meet etc.).
- Clear criminal record check including vulnerable sector check.

Successful applicants will be required to undergo a criminal record check, including vulnerable sector check.

Why Join the Team

We offer an exciting and challenging work environment, as well as a company culture that values **collaboration**, **innovation**, **inclusion**, **compassion**, and **integrity**.

We provide an inclusive workplace with a highly engaged team that collaborates, supports, recognizes, and celebrates each others' differences.

What Our Employees Have to Say

"I love my job and seeing how big of a difference we can make in people's lives. I also am really thankful to have coworkers that genuinely care about one another and support each other."

"Not only does EmployAbilities have good values, it demonstrates those values to clients and staff. It is the best environment that I have worked in, where my input is valued and all people are respected. EmployAbilities walks the talk."

"I am finally doing what I have always wanted to do as a career. I love the fact I am helping change people's lives one person at a time."

"I love EmployAbilities, I've been here a long time because I still get excited when I tell people about EmployAbilities. I feel awesome about the work we do."

How to Apply

Please submit your complete resume and cover letter to: Susan Sibley at susans@employabilities.ab.ca in the subject line, indicate Administrative Support Worker. **The deadline for submission is: December 12, 2025**

We thank all applicants for their interest. All applications will be reviewed. Only individuals selected for interviews will be contacted.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.