

Administrative Support & Data Integrity – National Early Childhood Bridge to Work Program

Location: 20 Hughson Street South, Suite 300, Hamilton, ON L8N 2A1

Position Type: Full Time, Salaried Contract (April 2025 – March 2026), with benefits and a complimentary YMCA membership.

Starting Annual Salary Range: \$40,000.00-\$45,000.00 annually

Position Overview:

Reporting to the Program Coordinator of the Bridge to Work program, the Administrative Support and Data Integrity position will support the National Bridge to Work Program in administrative and data entry tasks.

In this position the successful candidate will be responsible for the collection and accurate input of client information into the OCASI Client Management System (OCMS) data system, as well as assisting with administrative tasks associated with the program. This role requires a dynamic individual with strong organizational skills, who is detail oriented.

This is a great opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

What You'll Do:

- Ensure the day-to-day administrative tasks are completed in a timely and effective manner
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Enter client and account data by inputting text based and numerical information from source document within a reasonable time limit
- Create and maintain the electronic filing systems
- Communicate errors and/or progress with other Bridge to Work Staff
- Maintain accurate records
- Confirmation of data integrity by reviewing data for errors
- Correcting data incompatibility and checking outputs
- Comply with data integrity and security policies
- Keep information confidential
- Maintain spreadsheets for program financial tracking
- Ordering and maintaining office supplies and processing accounts payable vouchers as required
- Attend workshops, training, conferences, and staff meetings as required
- Assist with other program duties as necessary
- Take Initiative, solve problems and work with limited supervision.

What You'll Bring:

- Post secondary degree or diploma in Business or Office Administration and/or equivalent work experience
- Advanced skills utilizing all Microsoft Office Applications including Word, Outlook, Excel and web-based data base systems
- Self motivated and able to work well independently and in a team
- Excellent English communication skills, written and verbal
- Must provide a current Criminal Record & Judicial Matters Check (CRJMC) as per the Associations Policy

A Major Asset if:

- Bilingual or Multilingual is an asset

Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

Interested in applying? Please submit your resume to: Amanda Rice, Program Coordinator, Early Childhood Education Bridge to Work Program, Amanda.Rice@ymcahbb.ca by: March 7, 2025