

### **Administrative Support & Data Integrity – Employment Services**

**Location:** 1955 King Street East, Hamilton Ontario

**Position Type:** 12-month Maternity Leave Contract from July 20, 2026 to July 19, 2027, with benefits and a complimentary YMCA membership. The work schedule for this role will be 9am to 5 pm; four days working from office and one day remote.

**Salary Grade:** Grade 2

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

**Anticipated Start Date:** July 20, 2026

### **Position Description:**

Reporting to the Program Manager of Employment Services, the Administrative Support and Data Integrity position will support the East End Employment Services office 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 FedCap Cares System and internal YMCA spreadsheets, as well as assisting with administrative tasks associated with the program. This role requires a dynamic individual with strong organizational skills, who is detailed 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 Employment Services 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

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton | Burlington | Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

**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!

**Interested in applying?**

Please submit your resume to: Karen Smith, Program Manager, by July 8th, 2026 at [Karen.smith@ymcahbb.ca](mailto:Karen.smith@ymcahbb.ca)

The YMCA of Hamilton | Burlington | Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)