



Office Administrator – Technology Focus - Entry Level

Organization: Assiniboine Watershed Stewardship Association (AWSA)

Location: Yorkton, SK (in-office)

Schedule: Weekdays; flexible; 22.5 hours/week

Reports to: AWSA Manager

Employment Type: Permanent, Part-Time

Start Date: Flexible; immediate

Compensation: \$20–\$23/hour (based on education and experience)

About the Organization

The Assiniboine Watershed Stewardship Association (AWSA) is an independent, non-profit organization dedicated to protecting and enhancing water resources within the Assiniboine River Watershed. AWSA works collaboratively with municipalities, agricultural producers, and partners across 25 rural municipalities, 2 cities, 8 towns, and 3 villages to deliver practical, community-driven water management solutions.

To support the municipalities and communities it serves, AWSA is strengthening its internal operations to improve accountability, transparency, and long-term sustainability. This includes improving financial systems, streamlining digital workflows, and building administrative processes for a growing, technology-enabled organization.

Position Overview

The Office Administrator supports AWSA's day-to-day administrative and operational systems and contributes to improvements in how information is managed, tracked, and reported. The successful candidate will be comfortable learning new tools, spotting inefficiencies, and helping implement practical, well-documented solutions. Experience with advanced spreadsheets, automation tools, or basic programming concepts is considered an asset and reflects the evolving nature of modern administrative work. This role is well suited to someone who values structure, clarity, and accountability and who enjoys making organizations work better behind the scenes.

Administrative Systems & Operations

- Manage and maintain administrative systems, including document management, file organization, and record retention
- Develop and maintain standardized templates, forms, and internal documentation
- Support scheduling, approvals, and operational tracking processes
- Assist with administration of policies related to finance, operations, and governance
- Ensure records are organized, accessible, and defensible for compliance and reporting purposes



Process Improvement & Technology Integration

- Use technology daily as a core part of the role
- Review workflows to identify inefficiencies or risks
- Propose and help implement improvements to systems, templates, or processes
- Apply advanced spreadsheet techniques, formulas, and data validation to improve accuracy and efficiency
- Apply foundational automation or logic-based concepts to reduce manual or repetitive work where appropriate
- Support the adoption of new tools or workflows as AWSA continues to modernize

Organizational Support

- Work collaboratively with technical and program staff to ensure administrative and financial systems support project delivery
 - Support board, committee, and municipal reporting from an administrative perspective
 - Contribute to a professional, well-organized, and accountable office environment
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Education & Experience

- Minimum requirement: Diploma in Business Administration, Accounting, Finance, Information Systems, or related fields
- Experience in a non-profit, municipal, or publicly accountable organization is an asset
- Preference may be given to applicants who are actively continuing their post-secondary education

Skill Requirements

- Experience with bookkeeping, accounting, or financial administration
- Familiarity with accounting or financial software
- Strong spreadsheet skills, including formulas, data organization, and analysis
- Experience working with structured records, datasets, or databases
- Foundational experience with automation, scripting, or programming concepts

Core Competencies

- Strong systems-oriented and analytical thinking
 - High attention to detail, particularly with financial and operational data
 - Ability to identify problems, think critically, and propose practical solutions
 - Strong organizational and time-management skills
 - Ability to work independently while contributing to a collaborative team
 - Clear written and verbal communication skills
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Perks and Benefits

- Health insurance options
- Health and wellness program that supports expenses beyond traditional insurance, including:
 - Gym memberships, sports and arts registration fees (for employees and immediate family members)
 - Capital purchases (for employees only)
 - Top-up coverage for eligible health and medical services
- Meal allowance (as applicable)
- Training, professional development, and certification opportunities

AWSA offers a supportive, collaborative work environment with an emphasis on professionalism, initiative, and continuous improvement. Staff are encouraged to contribute ideas and help shape how the organization evolves, particularly in the areas of operations and technology.

AWSA is committed to building a diverse and inclusive team. Applicants from racialized groups, Indigenous applicants, and applicants with disabilities are encouraged to apply.

Application Process

Please submit a resume and cover letter to:

info@awsask.com

Attn: Mr. Jesse Nielsen

Applications will be reviewed as they are received.

Only those selected for an interview will be contacted.