

**Max Bell Foundation
Position Description
Administrative Support – Grant File Management Role (Part-time)**

Position Type: Part-time (six-month contract)

Target Start Date: October 20, 2026 (approximate)

Reports To: Grants Coordinator / Administrator

Max Bell Foundation is seeking an Administrative Support – Grant File Management Role position for a six-month contract. The successful candidate will play a key role in archiving our granting history. Reporting to the Grants Coordinator / Administrator, they will be involved in a range of activities.

Position Summary:

The Administrative Support – Grant File Management role provides essential administrative assistance to ensure the proper handling of grant documentation. This position supports the nonprofit's mission by maintaining organized, accurate, and accessible records of grant files through archiving, reviewing, scanning, and data entry. The role contributes to compliance, transparency, and operational efficiency in grant management.

Key Responsibilities:

- Review grant files (physical and digital) for completeness, accuracy, and compliance with funder requirements.
- Digitize paper documents using scanning equipment and organize them in the nonprofit's document management system.
- Archive grant files according to internal policies and funder retention guidelines.
- Input and update grant-related data into tracking systems and databases.
- Coordinate with Grants Coordinator / Administrator to retrieve missing or incomplete documentation.
- Maintain confidentiality and security of sensitive grant and donor information.
- Support general administrative tasks such as filing, labeling, and organizing records.
- Undertake additional duties as assigned by the Grants Coordinator / Administrator from time to time.

Qualifications:

- High school diploma or equivalent; post-secondary education in administration or nonprofit management is a plus.
- Experience in administrative support, records management, or nonprofit operations also a plus.
- Proficiency in Microsoft Office Suite.

- Strong attention to detail and organizational skills.
- Ability to work independently and collaboratively in a small team environment.

Work Environment:

- Office-based position located in Calgary, Alberta.
- Will involve handling physical files and operating scanning equipment.

Compensation

The salary for this position is \$23/hour and hours range between 8 and 16 per week Monday to Thursday with flexible timing.

How to Apply

Submit your letter of application and résumé, to Max Bell Search Committee at HR@maxbell.org. We thank all those who apply for their interest. Only applicants selected for an interview will be contacted