



Northwest Peace Community Adult Learning Council
10316-109 Street, Fairview, AB T0H 1L0
Administrative Assistant

Northwest Peace Community Adult Learning Council seeks an experienced Administrative Assistant on a part-time basis (16 hours a week). This is a 4-month contract position with a possibility of an extension. Your role will include assisting the Executive Director with day to day operations, including but not limited to:

I. NWPCALC Board Facilitation

- Help to prepare reports for NWPCALC's Board meetings
- Type NWPCALC's Board meeting minutes as taken by Board Secretary
- Assist in preparation of agenda packages and other correspondence as directed by Executive Director

II. Administration.

- Complete accurate data entries on CALP Database and other programs
- Become familiar and adhere to CALP guidelines
- Create and maintain documents, resources, statistics and databases as directed
- Assist in various projects as directed by Executive Director
- Provide support to Executive Director during by-annual needs assessment including surveying, focus groups and other means of community engagement
- Assist Executive Director with planning, development and coordination of advertising campaigns through Social Media, Print, Radio, In-mail and other media to promote the organization
- Develop and manage filing systems
- Create and update forms in Adobe and other suitable software
- Create online surveys as directed and compile results
- Create and distribute quarterly newsletter
- Perform other general office administrative functions as directed
- Attend Interagency meetings, take minutes and distribute to members
- Prepare and distribute correspondence
- Participate in professional development opportunities

III. Community Relations

- Promote the value of lifelong learning and NWPCALC
- Arrange for or/and attend community functions, agency meetings, and other networking activities relating to NWPCALC as directed by the NWPCALC's Director

IV. Learner Support Services

- Provide assistance, information, referrals and coaching to learners, at the discretion of the Executive Director.

Applicants must have:

- Post secondary education or a certificate in Business Administration or related disciplines and/ or equivalent work experience of minimum 3 years
- Extensive computer experience with entire MS Office suite and Adobe Pro, basic knowledge of WordPress an asset
- Experience in marketing including social media (videos, live links) and design of marketing materials
- Experience using various data management systems
- Excellent interpersonal, oral and written communication skills
- Attention to detail and problem-solving skills
- Be available for occasional opening or closing of events on evenings and weekends
- Clean criminal record check
- Valid drivers' licence, vehicle and a cell phone

Please e-mail your resume and a cover letter to nwpcalc@outlook.com by February 12, 2021 Attention: Executive Director

Northwest Peace Community Adult Learning Council thanks all the applicants for their interest, however only those shortlisted for interviews will be contacted.