



Employment opportunity
Board and Office Administrator
Full-time, permanent
Located downtown Edmonton



Background

In 2017, the human and capital resources that support two multi-stakeholder organizations which provide their members with provincial-scale environmental management advice were amalgamated to optimize operational efficiencies between the organizations. The organizations follow similar processes, however remain independent with distinct mandates and maintain their own board of directors and executive committee.

Organization summaries

The Clean Air Strategic Alliance (CASA) is a not-for-profit society incorporated under the Alberta *Societies Act*. Its multi-stakeholder membership of senior representatives from various governments, industries and non-government organizations (including health and environment groups) work collaboratively and use consensus decision making to develop and apply a comprehensive air quality management system for Alberta. See www.casahome.org for more information.

The Alberta Water Council (AWC) is also a not-for-profit society incorporated under the Alberta *Societies Act*. It is a partnership born from the Government of Alberta's *Water for Life* strategy with a multi-stakeholder membership comprised of members from various governments, industries and non-government organizations. The AWC's primary tasks are to monitor and steward implementation of the *Water for Life* strategy, champion achievement of the strategy's three outcomes, and to provide provincial-level water management advice to its members. See www.awchome.ca for more information.

Position summary

Reporting to the Operations Manager, this position supports a variety of critical functions for both organizations, including office administration, coordinating the boards of directors and executive committees of both CASA and AWC, and supporting office staff. This unique position provides a diverse variety of responsibilities and the opportunity to gain exposure to various personalities, skills and learning opportunities.

Specific duties:

- 1. Coordinate the CASA and AWC Board of Directors and Executive Committees**
 - Coordinate logistics for board of directors and executive committee meetings (e.g., security lists, catering, travel and lodging, booking venues, making briefing materials available, nameplates, signage)
 - Prepare and update a critical path that outlines board and executive deliverables for the upcoming year
 - Maintain board and executive committee contact distribution lists
 - Assist in developing board and executive committee meeting materials (e.g., agendas, briefing materials, speaking notes, and presentations)



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- Liaise with project managers and stakeholders to collect and compile briefing documents for the boards and executive committees
- Track board and executive committee in-kind contributions
- Prepare orientation materials for new board members
- Prepare and review documents for the executive director including correspondences, briefing notes, and reports
- Occasional overnight travel required

2. Provide administrative support for CASA and the AWC

- Maintain schedules on office calendars, including various meetings for both organizations and the executive director
- Respond to phone calls and emails from stakeholders and redirect callers to the appropriate staff member
- Support staff with team meeting logistics as needed
- Ensure office supplies are maintained and coordinate purchasing
- Facilitate setting up logistics for new staff (IT, phone line, business cards, timesheet, etc.)
- Prepare orientation materials for new staff
- Correspond with service providers and property management to maintain office operations
- Receive and arrange for courier services and mail outs
- Responsibilities of floor fire warden
- Support the executive director as required (e.g., organize travel and hotel arrangements, prepare briefing materials, correspondence)
- Additional duties as required

Knowledge and Experience Requirements

- Two years' experience in a professional office environment
- Post-secondary education in office or business administration or a related field (equivalent experience will be considered)
- Strong organization skills and attention to detail
- Strong written and verbal communication skills
- Self-driven performer
- Ability to work independently or as part of a team
- Ability to adapt to a changing environment
- Requires knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint), and Adobe Acrobat
- The following would be considered an asset:
 - Interest or awareness of environmental issues and stakeholders in Alberta
 - Experience with SharePoint and Microsoft Access



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Compensation

CASA and AWC offer competitive salaries, extended health and dental benefit coverage, an RRSP plan, and professional development opportunities.

Type of position

This is a full-time, permanent position.

To Apply

Email your cover letter and resume to recruiting@awchome.ca

Please ensure the following:

- Subject line includes “Board and Office Administrator” and your last name.
- Cover letter (max. 2 pages) explains why you are interested in working with the AWC and CASA, and how your skills and qualifications meet the criteria outlined for this position.
- Resume outlines your relevant skills, education and experience.
- Cover letter and resume combined as one pdf document.

Application Deadline: 11:59 p.m. April 25, 2018.

We thank all applicants for their interest but only those selected for an interview will be contacted before April 27.