

**Employment Opportunity
Administrative Assistant
Edmonton Heritage Council**



PHONE: 780.429.0166
WWW.EDMONTONHERITAGE.CA

Posting Date: January 9th, 2015
Closing Date: January 30th, 2015
Part Time: 25 hours per week (.7 FTE)
Starting Salary Range: \$26,600 - \$28,000 (Based on \$38,000 – 40,000 FTE)
Position Term: Continuing

The Edmonton Heritage Council is an organizer, catalyst and advocate for Edmonton's heritage and history, animating conversations and sparking action that connects citizens with the stories of their city.

Reporting to the Executive Director, the Administrative Assistant provides support to the Executive Director, EHC staff and Board of Directors. The primary responsibility is to ensure efficient day-to-day operations of EHC's administration in an efficient, organized and effective approach that aligns with our strategic goals. This position requires occasional evening and weekend work.

Key Responsibilities and Duties

The Administrative Assistant is responsible for:

- Coordinating and supporting effective administration of key internal EHC activities
- Administration of EHC's Membership program that will result in meeting set targets
- Maintaining EHC membership database
- Overseeing meeting coordination
- Lead and execute events including EHC AGMs, general member gatherings, receptions and other public events

Assists EHC Executive Director to:

- Manage preparation and meeting support for EHC Board of Directors
- Research, synthesize and draft organizational policy and other occasional research as directed by Executive Director and/or Program & Operations Manager

Qualifications

- Post secondary diploma or degree in Business Administration/Management, Heritage and Culture Management or related field
- Two to three years experience in a professional administrative role
- Able to communicate effectively with excellent written and oral communication skills
- Strong research and analytical skills
- Able to organize and follow instructions, as well as plan and make decisions in a timely manner
- Able to work effectively within a team as well as independently
- Ability to manage multiple priorities and deadlines to deliver on time and on budget
- Creative problem-solving skills

- Strong working knowledge of MS Office (Mac OS X), particularly MS Word and Excel
- Familiarity and appreciation of Edmonton's heritage organizations and sector is an asset

Please submit a cover letter and résumé by email in a single PDF document to:

Ericka Chemko, Program & Operations Manager

Email: echemko@edmontonheritage.ca

Submissions will be reviewed starting **Monday, February 2nd, 2015**. A full job description and more information are available by email only. For more information about EHC and its work, visit <http://www.edmontonheritage.ca/>

The Edmonton Heritage Council thanks all applicants for their interest. Only candidates considered for interviews for this position will be contacted.