

Employment Opportunity: Administrative Coordinator

Posting date: April 6, 2017
Closing date: April 21, 2017 at 4:00 pm
Full Time: 35 hours/week
Salary range: \$36,000-46,000 annually



The Edmonton Heritage Council is a connector, a catalyst and advocate for Edmonton's heritage and history, animating conversations and sparking action that connects citizens with the city's diverse heritage and story. We are a charitable, not for profit society.

We are looking for an administrative wiz who enjoys taking initiative and providing support in a team environment. Reporting to the Program Manager, as Administrative Coordinator you will oversee the day-to-day administrative operations in an efficient, organized manner. You're a proactive, team-oriented individual who understands the importance of thorough administrative processes as the foundation for all operations.

As an employer, the Edmonton Heritage Council welcomes diversity, promotes individual growth and strives to be an excellent employer within Edmonton's cultural sector. Our vision is an Edmonton that embraces its diverse heritage, inclusive of all people, communities and cultures on Treaty Six territory, consistent with the principles of truth and reconciliation, and engaging with the past to create a vibrant and inclusive future. If you are keen to be a part of a positive organizational culture that thrives on teamwork and collaboration, we would like to hear from you.

Key Responsibilities and Duties

- Coordinates and supports effective administration of key internal EHC activities, including formatting, maintaining and updating core internal documents, such as manuals, organizational documents, and contact lists
- Oversees meeting coordination in relation to catering, room and venue bookings and related pre-meeting preparation and post-meeting responsibilities as outlined in EHC's Meeting Responsibilities document
- Supports financial administration and organizational record keeping
- Provides support and coordination to the Board of Directors and EHC Management
- Oversees the administrative coordination of:
 - The Heritage Community Investment Program
 - The Edmonton Heritage Network
 - The bi-annual Casino fundraiser and other special events

Qualifications

- Post-secondary education in business administration or cultural management
- At least three years of experience in a professional administrative role
- Strong written and oral communication skills
- Intermediate knowledge of MacOS and Microsoft Office

Work Environment

This position is based on a 35-hour workweek and requires occasional evening or weekend work. The position is located full-time within the EHC offices. The Administrative Coordinator is in regular contact with members and the public and works closely with the Board of Directors as directed by the Executive Director.

Physical Requirements

There are minimal physical requirements such as infrequent setting up of table and chairs for meetings, moving boxes of meeting-related items in and out of vehicles, and traveling off-site to other locations whose facilities may be basic.

Please email your cover letter and resume in a single pdf document to:

Miranda Jimmy, Program Manager, Edmonton Heritage Council

Email: mjimmy@edmontonheritage.ca

Closing Date

Applications will be reviewed immediately upon submission and accepted until **Friday, April 21, 2017**. More information is available by email only. For more information about EHC and its work, visit www.edmontonheritage.ca

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