

Edmonton Regional Learning Consortium

Job Posting: Executive Assistant, Full-Time



The Edmonton Regional Learning Consortium (ERLC) is searching for an exceptional professional for the position of Executive Assistant. The Executive Assistant, under the direction of the Executive Director, is responsible for supporting the work of the Executive Director and other ERLC staff in the day-to-day operations of the office. The Executive Assistant must possess the ability to competently use commercial and custom software and adapt to new technology and have the ability to serve the staff and clients in a welcoming, sensitive, professional and genuinely caring manner.

The Edmonton Regional Learning Consortium (ERLC) is one of 7 consortia in Alberta established to support regional and provincial professional learning needs for all those who influence student learning. The ERLC is governed by six education stakeholders; CASS, ASCA, ASBA, ASBOA, Faculty of Education, University of Alberta, and Alberta Education. As “Partners in Adult Learning for Students’ Sake” we provide a wide range of learning opportunities for school jurisdictions, private, charter and band operated schools in the Edmonton Region.

The successful candidate will possess the following qualifications:

- Degree or diploma in business, office administration, or a related field
- Experience as an Administrative Assistant reporting directly to a CEO or Senior Management position
- Proficient in the use of technology and web-based programs and capable of learning and utilizing custom software
- The ideal candidate is highly self-motivated professional with exceptional interpersonal skills characterized by a supportive, welcoming, friendly, positive, flexible, client-centered manner and capable of problem solving and supporting others in a team environment
- A valid Alberta Driver's License
- Accounting and Financial Management skills are an asset

Other combinations of applicable education, training, and experience, which provide the knowledge, abilities and skills necessary to be successful in the position may be considered.

Edmonton Regional Learning Consortium

Job Posting: Executive Assistant, Full-Time



The successful candidate will possess the following expertise and skills:

- Provide daily administrative supports to the Executive Director to ensure the effective operation of the Edmonton Regional Learning Consortium
- Provide support to seconded, contract and office staff as required
- Actively contribute to a healthy, supportive and flexible team environment.
- Competently attend to assigned responsibilities including but not limited to; receptionist duties, receive, review and distribute incoming communications, management of paper and electronic documents and files, as well as resource and supply purchases.
- Management and coordination of office software, technology support and maintenance with external vendors (i.e., website and software provider)
- Support and carryout marketing and communication strategies for professional learning opportunities and projects including continual updates to the ERLC website and social media accounts.
- Assist in the logistical planning and support for meetings including minute taking.
- Provide programming supports as assigned by the Executive Director including:
 - Providing support in the coordination of all aspects of a learning opportunity event from the initial data base set up to final participant reports.
 - Maintaining a database with a highly interactive team approach in a supportive and flexible manner
 - Working with others in contacting presenters, organizing learning opportunities/programs, and facilitating the arrangement of contracts with presenters
 - Create and manage speaker/facilitator agreements and maintain ongoing liaison along with other staff on behalf of the ERLC.
 - Support the planning of events and programs in the area of booking venues, Audio Visual and Food arrangements and hosting registrations.
 - Manage information and reporting through data analysis, generating reports through our software and preparing documents as needed.

Edmonton Regional Learning Consortium

Job Posting: Executive Assistant, Full-Time



- o Support the management and maintenance of an on-line payment system
- Support the provision of public relations services to staff, partners, stakeholders, presenters and others as assigned by the Executive Director.
- Maintain confidentiality
- Act as an ambassador of the ERLC within the organization and in the public at all times.
- To fulfill other responsibilities as assigned by the Executive Director.

This is a full-time permanent position. The successful applicant will begin at a time mutually agreed upon and will ideally be available to assume full responsibilities by Aug 12, 2019. Training will be provided to ensure the successful onboarding of the new employee.

The current compensation includes an excellent benefit package with a health spending account, matching RRSP contributions and a salary range being commensurate with experience and ability. This full-time position requires 37.5 hours a week for 220-240 work days per year.

Please submit your resume, the names of 3 references, expected salary range, most recent performance evaluation (if available), and a cover letter outlining the extent to which you meet the capacity needed in this position by July 10, 2019 to John Waterhouse, Executive Director at john.waterhouse@erlc.ca. We thank all those who apply, only those selected for an interview will be notified. The position will remain open until a successful candidate is selected. For further information about this opportunity please contact John Waterhouse.