

Position required: Administrative Assistant

The Alberta PCAP (Parent-Child Assistance Program) Council supports Level 3/4 Fetal Alcohol Spectrum Disorder (FASD) prevention programs throughout Alberta by providing support through learning and networking events, training, and data collection services. The Administrative Assistant will work flexible hours from a home office to support the activities and projects of the Alberta PCAP Council, maintain their records, and be the first-point of communication for the Alberta PCAP Council.

Position Responsibilities

- Provide support for AB PCAP Council board meetings including:
 - Arranging meeting venue and catering
 - Preparing board documents
 - Taking meeting minutes
 - Distributing meeting material in a timely manner
- Records management
- Assisting with AB PCAP Council Events and Trainings (ranging from 10-75 participants) including:
 - Creating registration forms using Eventbrite or similar online program
 - Managing registrations and attendance lists
 - Creating and preparing print documents with guidance from associated planning committees
 - Collect and collate evaluation results from events and trainings
- Create quarterly newsletters about AB PCAP Council activities and related activities and opportunities
- Be the general contact person and first-point of information for AB PCAP Council
- Other tasks as time allows

Position Details

- 28 hours per week; flexible work hours
- Hourly rate expected \$21-24 depending on qualifications
- Work from home office with some required in-person meetings
- Reliable source of transportation is required
- Edmonton and area location is preferred

Qualifications

- Strong organization and planning skills; detail-oriented
- Excellent communication skills
- Excellent computer skills
- Competent in MS Office Programs (especially Microsoft Word, Excel, and PowerPoint)
- Experience using online office/business applications (ex. Google Drive, MailChimp, Eventbrite, Doodle, Trello) an asset
- Takes initiative in work
- Ability to work from a remote office, independently
- Diploma/Degree in Office Administration, or related experience is an asset

Disclaimer:

The PCAP work deals with topics of substance use and addiction, physical/emotional/psychological abuse, birth control, abortion, and trauma. While the successful candidate will not work directly with clients on a day-to-day basis, the candidate will occasionally come across these topics in their role.

Competition will remain open until a successful candidate is found
To apply, send a resume, cover letter, and maximum of 1-2 samples of work that demonstrate candidate's writing and/or creativity to

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