



The Alberta Teachers' Association

The Alberta Teachers' Association
invites applications for the position of

Administrative Officer **Temporary Full-Time Position (until August 31, 2019)**

The Alberta Teachers' Association, as the professional organization of teachers, promotes and advances public education, safeguards standards of professional practice and serves as the advocate for its members. The Alberta Teachers' Association has embarked on a provincial professional learning project for all Alberta certificated teachers, entitled "Walking Together: Education for Reconciliation." The successful incumbent will join the project in its second year with an anticipated start date of August 28, 2017.

Reporting to the staff officer assigned to supervise this project, the incumbent provides assistance to the project in the development and implementation of the Association's response to the recommendations of the Truth and Reconciliation Commission of Canada. The work provides a variety of administrative support to two staff officers and six Walking Together Consultants, event/meeting management and resource development. Specific responsibilities include:

- Making meeting arrangements, drafting agenda, preparing and/or assembling documents, writing meeting minutes, preparing addenda and maintaining records;
- Receiving and reviewing timesheets and expense claims for accuracy and completeness;
- Coordinating postings to the Association's Walking Together provincial website, collaborative site, and team calendar;
- Workshop and resource development including copy editing and proofreading of documents, formatting PowerPoint presentations and workshop guides, and creating materials for activities;
- Coordinating the design and printing of resources; and
- Assisting with ad-hoc requests as needed.

Qualifications:

- Completion of a post-secondary certificate or diploma program specializing in secretarial or administration and a minimum of two years of administrative experience in an office, academic, governmental or non-governmental organization. A combination of education and experience may be considered;
- Experience with meeting/event management;
- Demonstrated copy editing and proofreading skills;
- Awareness of and sensitivity to Indigenous and cultural diversity issues;
- Experience with routine website editing and maintenance to support collaborative sites;
- Ability to be adaptable to changing priorities and/or processes and goals;
- Ability to work in Microsoft Office, specifically in Word and PowerPoint;
- Ability to work both independently and collaboratively with staff from all levels;
- Ability to make sound decisions and work within a timeline oriented environment; and
- Ability to occasionally travel and work outside regular business hours including some evenings and weekends.

Salary: This position offers a competitive salary of \$67,596 and a full range of employer-paid benefits.

Hours of Work: 35 hours per week, Monday to Friday.

Work Location: Barnett House (11010 142 Street NW), Edmonton.

HOW TO APPLY: A cover letter and resume, along with the names and telephone numbers of two business references should be addressed to Janice Mellott, HR Advisor and emailed to HR@ata.ab.ca by 4:00 pm on Monday, July 24, 2017.

The Alberta Teachers' Association thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.