



Administrative Coordinator

The Vision of the River Valley Alliance is “to create a continuous river valley park system in the Alberta capital region, from Devon through Parkland County, Leduc County, Edmonton, Strathcona County, and Sturgeon County to Fort Saskatchewan”.

Reporting to the Finance Manager, the duties will include the following:

Office Management and Support:

- Management of office operations (liaison with landlord, ICT systems contractor, custodial, etc.);
- management of records systems (paper and electronic);
- provide support to Executive Director, Finance Manager and Marketing/Comms Manager as needed;
- provide logistical support to RVA events and promotions.

Boards and Committees:

- Prepare agendas for Board and all Committee meetings;
- Organize and attend all Board and Committee meetings and take concise minutes;
- Track all directives arising from Board and Committee meetings, monitor and record progress until required work action is complete;
- Organize Annual General Meeting of Shareholders and any outreach initiatives including Retreats and Orientation Sessions;
- Support the recruitment of staff or Director-at-Large members.

The ideal candidate should possess:

- Post-secondary education and a minimum of three years' experience in office administration or related program;
- advanced skills in MS Office Suite and G-mail, working knowledge of Google Apps;
- ability to take concise meeting minutes, summarize reports and compose effective accurate correspondence;
- knowledge or experience with a volunteer based not-for-profit organization;
- ability to deal with confidential information on a routine basis, with a high degree of judgment and discretion;
- effective time management skills and ability to prioritize tasks;
- excellent verbal and written communication skills.

Work Schedule

This is a Full-Time position of 35 hours per week from 8:30 am to 4:30 pm Monday-Friday. Our offices are located in downtown Edmonton. A competitive annual wage of \$50,000-\$53,000 and a comprehensive benefits package will be offered to the successful candidate dependent upon education and experience.