



Administrative Coordinator

The River Valley Alliance and its six municipal shareholders (Parkland County, Town of Devon, City of Edmonton, Strathcona County, City of Fort Saskatchewan, Sturgeon County) are committed to regional cooperation and collaboration to create and connect a pedestrian trail and park system through the Metro Edmonton Region North Saskatchewan River Valley. The RVA is dedicated to a balanced approach of preserving, protecting, enhancing and connecting the river valley with the potential of becoming a world-class pedestrian trail, linking over 100km through 8,000 hectares of parkland, the longest river valley trail and park system in North America, recently named Amisk Wacîw Mêskanaw (Beaver Hill Road).

We currently have an opening for a full-time Administrative Coordinator. Duties include:

Office Management and Support:

- Provide support to the Executive Director and the Communications/Marketing Specialist as needed, including support in the preparation of grant applications and website and social media tactics;
- Management of office operations (liaison with landlord, ICT systems contractor, custodial, etc.);
- Input and prepare bi-weekly and year-end payroll through Payworks;
- Review and prepare accounts payable invoices and input into QuickBooks for payment; Act as liaison with bookkeeper every month to ensure the accuracy of accounting records;
- Act as liaison with external auditors for annual audit;
- Maintain records systems (paper and electronic);
- Coordinate Employee Benefits Program, including communication with the Provider;
- 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 Planning Sessions and Orientation Sessions;
- Support the recruitment of staff, Committee 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 industry; Education or experience with social media or marketing considered an asset;
- Knowledge of or experience with a volunteer-based not-for-profit organization;
- Advanced skills in MS Office Suite and Google Platform;
- Ability to take concise meeting minutes, summarize reports and compose effective, accurate correspondence;
- 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, generally Monday-Friday, with availability to attend occasional evening or weekend meetings or events. This is a hybrid position with the flexibility to work remotely on Fridays. Our offices are located in the Capilano area of Edmonton. An annual salary of \$48,000-\$52,000 and a comprehensive benefits package will be offered to the successful candidate, dependent upon education and experience. The RVA is an equal-opportunity employer and welcomes all applications; however, only those selected for an interview will be contacted.