



## **Job Posting: Administrative Assistant (Part-Time)**

### **Health Coalition of Alberta**

**Date: March 11, 2025**

The Health Coalition of Alberta is hiring a **part-time Administrative Assistant** to provide support to the staff and Board of Directors.

#### **Who We Are:**

The Health Coalition of Alberta is an alliance of health charities, patient groups, non-profits, and individuals unified by a common purpose. Through our collective strength, we advocate for public health decisions that impact the health of Albertans.

#### **Job Responsibilities:**

- **Board and Meeting Support:** Assist the Board President and Executive Director with scheduling and organizing Board meetings, creating agendas, taking minutes, and ensuring approval. Maintain action items and track outcomes.
- **Annual General Meeting and Board Projects:** Support the planning of the Annual General Meeting (AGM), manage RSVPs, assist with the annual report, and provide meeting technical support. Assist with other Board projects, such as the annual nominations campaign.
- **Member and Database Management:** Maintain the member database, assist with the annual membership renewal drive, and support member webinars and events, including registration, technical support, and post-event content.
- **Documentation and Compliance:** Maintain and update the Corporate Book of Business, the Board's Orientation Manual, and the Policies and Procedures Manual. Ensure legal documents are properly filed and updated.
- **Website and Digital Presence:** Assist in updating and maintaining the Health Coalition of Alberta's website, ensuring content is current and relevant. Support the creation of digital materials and manage the organization's online presence.
- **Administrative Support:** Provide general administrative support to the President and Executive Director as required. Assist with maintaining virtual filing systems and other administrative tasks.



**Position Details:**

- **Contract:** Six-month contract with the possibility of renewal.
- **Hours:** 7-10 hours per week (up to 40 hours per month).
- **Location:** Virtual, utilizing your own workspace and access to the Health Coalition's virtual network.

**Skills and Qualifications:**

- Strong organizational and time management skills.
- Experience working in a virtual environment and producing Board minutes.
- Proficiency in Office 365, Microsoft Word, Excel, Outlook, Teams, PowerPoint, Adobe Acrobat, Zoom, Doodle, WordPress, and website management.
- Excellent written and oral communication, with an ability to work independently and collaboratively.
- Discretion in handling confidential information.

**Education and Experience Requirements:**

- Post-secondary education or equivalent experience in a related field (e.g., health, social sciences, or political sciences).
- At least two years of administrative assistant experience.
- Experience in the non-profit or charitable sector is an asset.
- Experience with website management and digital content creation is preferred.

**How to Apply:**

Please send your resume and cover letter to:

**Email:** [director@healthcoalitionab.ca](mailto:director@healthcoalitionab.ca)

Only successful applicants will be contacted.