**ADMINISTRATIVE ASSISTANT**

Type of Position: Part time  
Hours: Average 20/week  
Location: Edmonton

The ADR Institute of Alberta (ADRIA) is a non-profit organization that serves its members, the public, and its clients throughout the province. ADRIA is a recognized and well-respected professional membership association for mediators, arbitrators, and other Alternative Dispute Resolution (ADR) practitioners in Alberta.

ADRIA is seeking a part-time administrative assistant to support our Edmonton office.

**POSITION DESCRIPTION**

*The Position:* As the ADRIA Administrative Assistant, your responsibilities include member services administration; working with the Executive Director & the Board of Directors, and supporting a small office team. The successful candidate will have strong problem-solving and technology skills, and must possess:

- strong oral and written communication skills;
- excellent interpersonal skills and professionalism;
- excellent organizational and time management skills;
- the ability to work independently, but also as an integral part of an effective team;
- creativity and initiative, paired with a willingness to embrace new ideas or programs;
- patience, paired with a sincere desire to work collaboratively with, or in support of others; and
- good judgement, paired with effective decision-making skills.

*The Work Parameters:* This is a 20 hours/week position with flexibility in working and contractual arrangements to suit both the organization and the successful candidate. Compensation and benefits are competitive with non-profit organizations of similar size.

This position requires a degree of flexibility as the successful candidate will be required to provide occasional after-hours and/or extra-hours support for special events, periods of high demand or activity, and vacation coverage for team members. The organization itself is also flexible in terms of accommodating its employees’ personal and professional pursuits.

**SKILLS & DUTIES**

*Member, volunteer, and partner organization support:*
- provide information and support to new and current individual and organizational members,
- maintain online member database, and maintain historical records,
- maintain professional rosters,
- manage Directory and Designation applications,
- maintain job and volunteer board, and event postings on the website,
- manage Volunteers, including committee and task force administration,
- organize events (luncheons, AGM, Board of Directors’ meetings),
- assist with conferences and learning events,
- manage incoming invoices.

*Executive (Board of Directors) & Executive Director support:*  
- arrange and organize meetings,
- take messages, manage email accounts and ensure follow-up,
• update public and private website pages,
• prepare meeting agendas, attend meetings, and record and transcribe minutes,
• interpret documentation in order to draft correspondence, reports or web content,
• schedule and manage appointments and meetings using electronic calendar systems,
• make travel arrangements, prepare expense reports, order and maintain office supplies,
• transcribe material from handwritten notes, flip charts or digital dictation,
• draft, edit, format or proofread documents for executives.

**Administrative Duties**
• answer telephones, greet visitors, and handle business and administrative details,
• open, sort and distribute correspondence and respond to routine inquiries,
• order, organize and maintain office supplies and equipment.

**Technology**
• be comfortable with computer applications, troubleshoot hardware and software problems,
• handle basic bookkeeping duties such as accounts payable and receivable and the reconciliation of accounts, contact members to collect membership and course payments,
• maintain, improve and/or develop an effective records management system (including classifying and coding both electronic and hardcopy files),
• assist in the maintenance of organization’s website, including periodic proofreading and checks,
• use word processing, spreadsheet, database or presentation software to prepare reports, memos, letters, financial statements, and other documents.

**Coverage (vacation or illness)**
• provide coverage for Education Department,
• provide coverage for CAMVAP desk (Canadian Motor Vehicle Arbitration Plan).

**THE SUCCESSFUL CANDIDATE**
• You take personal ownership and responsibility for the quality and timeliness of your work.
• You follow organizational guidelines, professional standards, regulations and principles.
• You adapt readily to changing conditions, priorities, technologies and requirements.
• You enjoy the challenge of working independently and creatively towards targets provided in ADRIA’s strategic and operational plans.
• Your planning and organizing skills are evident in your ability to establish priorities and identify critical tasks.
• Meeting commitments and responding promptly to requests and complaints is part of the superior service you provide.
• The value of teamwork shows in your daily actions and in soliciting feedback from all levels of the organization.
• You respect the unique skills and contributions of all team members, demonstrate cooperation and collaboration, appreciate diversity in all its forms, and support team decisions.
• Your existing or developing understanding of, and support for, the profession of ADR enables you to successfully represent the organization when interacting with the many sectors in which it functions (family, community, government, legal, academic, HR, labour, industry, corporate, etc).
• You have administration experience, ideally with a non-profit organization in a related area.

**HOW TO APPLY**
Send a cover letter and your resume to info@adralberta.com by October 27, 2017. No phone calls please. Only those candidates selected for an interview will be contacted.