

Administrative Specialist Posting

The Alberta Water & Wastewater Operators Association ([AWWOA](http://www.awwoa.ca)) is a not-for-profit organization committed to delivering training and networking opportunities to over 2300 members across Alberta. The AWWOA hosts two conference style events each year and various other in-class and online training opportunities for industry professionals.

POSITION SUMMARY:

Permanent Part-Time.

The Administrative Specialist position is organizational and administrative in nature with roles throughout a variety of functions and support tasks within the services provided by the Association. Security clearance and a valid Class 5 Driver license is a prerequisite.

QUALIFICATIONS:

- Education in business administration support, event planning support, and communications is an asset.
- A minimum of two years related experience in one of the areas mentioned above.
- Experience in Microsoft Office products.
- Strong customer service and communications skills.
- Detail oriented and critical thinker – able to provide and receive feedback for continuous improvement of product, services, process and procedures.
- Experienced in communications in various mediums is considered an asset: (social media, web, newsletter, email)

ADMINISTRATIVE SUPPORT:

- Customer service duties related to Association services including upkeep of membership profiles, training registrations and member assistance.
- Compiling records and updating database information related to services offered.
- Updating website information including industry career postings and news items.
- Maintain inventory of training manuals and place orders as needed.
- Process accounts receivable/ payable information and reconcile data.
- Process and distribute AWWOA mail and related correspondence.
- Provide editing assistance and content development for AWWOA's newsletter, programs, courses, and audio-visual requirements.
- Answer telephone and email inquiries from operators and members regarding AWWOA services and events.
- Ensure the AWWOA website content is maintained and up to date.
- Other office administrative duties as may be necessary for service provision.

EVENT SUPPORT:

- Assist with event inquiries, communications, and registrations.
- Compile presentation submissions as received and respond/ coordinate with presenters including event onsite coordination and logistics.
- Assist with drafting annual event program for printing.
- Maintain event app and input event information.
- Assist with event website updates as needed.
- Assist with populating event volunteer listing and related logistics.
- Assist with planning and facilitation of networking events.
- Compile data and organize seminar awards program.
- Be present at the event and complete related onsite duties throughout the event timeline.
- Other Seminar/ Conference / Golf Tournament related duties as needed.

HOURS OF WORK & SALARY/BENEFITS:

Administrative Specialist Reports to: AWWOA Executive Director and works closely with the Program Manager and Membership Services.

Hours of Work: 20 hours per week (flexible work week options will be considered).

Salary: \$22,373 - \$29,461 annually; (\$21.51 - \$28.33/hr).

Benefits: Paid vacation time off; Flex time bank of 5 hours per month for extra earned time off; Access to annual training funds.

How to Apply: Send your Cover Letter and Resume to:

Email connect@awwoa.ca

Mail Alberta Water & Wastewater Operators Association
11318-119 Street, Edmonton, AB T5G 2X4

Deadline July 24, 2024

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.