

JOB POSTING

Communication and Operational Support NEW Part-time position (21 - 24 hours per week)

Edmonton Community Adult Learning Association (ECALA) is a granting council which provides funding to non-profit agencies to support the delivery of adult foundational learning and literacy initiatives which are non-credit and part-time. ECALA promotes the value of lifelong learning, adult foundational learning and literacy through our vision “Everyone can learn”.

Recently, ECALA has completed a review of current staffing requirements and the result is the creation of the Communication and Operational Support position. The Communications and Operational Support position will support the Executive Director and ECALA staff with the day-to-day operation of ECALA and communication with funded agencies, government staff and other stakeholders.

Key Responsibilities:

- Assist ECALA staff in meeting deadlines for various tasks and projects as required
- Establish, build and maintain communication and relationships with ECALA member agency practitioners and key stakeholders in the adult foundational learning and literacy community;
- Maintain accurate membership records and collect membership fees;
- Support the administration and report on analytics related to the ECALA website, twitter and other social media, including updating of content and providing technical support
- Organize and schedule meetings, training, including contacting participants, booking rooms, ordering catering, room setup, maintaining accurate registration lists and tracking fees
- Maintain accurate records of proposals received, agency allocations, agency correspondence, measurement and evaluation information and agency history;
- Support the Executive Director with correspondence, record-keeping of a confidential nature, program and professional development measurement and evaluation, and Annual Report
- Provide regular communication through an e-newsletter to funded agencies and stakeholders on Edmonton-based learning, training and other relevant information
- Assist with creating and revising manuals and reporting documents
- Post accounts payables, receivables, print cheques and do bank deposits
- Respond to inquiries by email or phone
- Open, sort, and distribute all incoming and outgoing mail and other correspondence
- Ensures office equipment is in working order
- Order and keep an up to date inventory of office supplies, equipment and furniture
- Work collaboratively with the ECALA team, Community Learning Network, Calgary Learns, Advanced Education, ECALA funded agencies and stakeholders to ensure timely, co-ordinated and accurate information is communicated to funded agencies and stakeholders;
- Attend ECALA funded programs and stakeholder meetings when requested;
- Perform responsibilities and duties within ECALA Bylaws, Policies, Guidelines and Strategic Directions;
- Complete emerging projects and other related duties as required

Required Knowledge, Skills and Abilities:

- Excellent oral and written communication skills;
- Strong proficiency with Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, Publisher, Access)
- Experience and proficiency in using Google Docs, Google Forms, Mail Chimp, Doodle Poll and Survey Monkey
- Experience and accuracy in data entry, database management, drafting correspondence, website posts, blogs and producing an e-newsletter
- Experience in using web-based virtual meeting software including Skype for Business
- Ability to work collaboratively with a broad range of stakeholders
- Ability to prioritize workload, multi-task and deal with interruptions
- Ability to learn, understand, retain and dispense large volumes of information that can change regularly
- Ability to work well in a self-directed manner as well as part of a small team of staff
- Excellent interpersonal and communication skills including reading, verbal, written, organization, time management, financial and general administrative skills
- Experience in posting accounts payable and receivables in Quick Books accounting software
- Experience in maintaining a paper and electronic filing system to support operational requirements
- Demonstrate a clear understanding of the communication and operational requirements of a non-profit
- Ability and desire to support a positive and healthy work environment through open, honest communication and work effort with ECALA staff and stakeholders

Required Education and Experience:

- Diploma or course work in a related field, such as administration, business, computers, communications, office management and/or non-profit administration
- An equivalent combination of education and related experience will be considered
- Experience working in the non-profit sector is an asset
- Experience in working within a small staff team
- Class 5 Driver's License and reliable vehicle

Compensation:

- Salary range will commensurate with experience, education and other similar non-profit organizations
- Health Spending Plan of \$2500.00 per fiscal year available after three month probationary period, in addition to RRSP contribution of 2.5% per salary after one year of employment;

Deadline to Apply: **October 25, 2017 by 4:00 p.m.** or until a suitable candidate is found

To apply, forward resume and cover letter with salary range expectations by email to:
Debbie Clark, Executive Director ed@ecala.org

Thank you for your interest. Only candidates selected for an interview will be contacted.