

Project Assistant Edmonton Seniors Coordinating Council



The P·E·G·A·S·I·S Extension 2019 Project is a significant shift of approach to collaboration and supporting a collective impact initiative. The Edmonton Seniors Coordinating Council is the Backbone Organization and Financial Agent for the initiative extension from April 1, 2019 through to December 31, 2019. We need the assistance of an experienced person to support the Leadership and Oversight Team and the working groups that will continue to address the needs of seniors across Edmonton, and the organizations that work to support them. We want to hire a Project Assistant for half-time hours (20 hours per week) for the duration of the Extension Project from April to December 2019, with potential for further extension as the ESCC secures further funding to support the social inclusion of seniors.

Priority will be given to persons 55 years of age or older, but all interested persons are encouraged to apply. This position would be suitable for an experienced administrative assistant who has retired or is about to retire and is looking for part time employment in the social development / seniors sector.

Duties:

- Administrative assistant for the Executive Director, Project Manager, and Team Leads
 - Maintaining calendars for ED, PC, and other staff
 - Making and confirming meeting appointments and conference calls
 - Taking and distributing Minutes and Meeting Notes to ensure that staff have up-to-date information about projects and activities
 - Responding to requests for information, interviews or speaking engagements, including requesting further details, coordinating and assisting with preparation
 - Ensuring that action items are documented and fulfilled in a timely manner
- Assist the Project Manager with financial oversight and management of the Extension Project to ensure accountability and reporting on the use of federal funds;

Essential skills and experience:

- self-starter capable of working with minimal direction
- highly organized and capable of creating order out of chaos
- highly efficient with excellent time management
- excellent reading comprehension and writing with appropriate references to source materials
- strong listening skills and ability to take accurate meeting notes
- excellent understanding of common computer applications such as Microsoft Word, Excel, Outlook, OneNote and common file management; using and managing PDF documents
- event organization and planning support
- scheduling and meetings management

Desirable skills and experience:

- familiarity with Google applications such as Google Drive, Google Docs, Sheets
- knowledge of the social profit (not-for-profit) sector, particularly community and/or seniors recreation and supports
- knowledge of healthcare facilities and services
- understanding of public policy development

Job Type: Term, 20 hours per week for 8 months May – Dec 2019 with possibility of extension

Remuneration: \$20 - 25 per hour plus benefits, depending on qualifications and experience

Please submit your Résumé with a cover letter in Word format by email to:

Tim Henderson, Project Coordinator
P·E·G·A·S·I·S Extension Project
Tim@Seniorscouncil.net

Deadline for receipt of applications is 12:00 noon Friday, April 26, 2019. We anticipate starting work as soon as possible, depending on a suitable applicant, availability, and finalization of the Extension Agreement with the Funder.