



## Administrative Assistant – Community Services

### The Job

The Town of Edson is seeking a detail-oriented Administrative Assistant – Community Services. Reporting to the Manager of Community Services, this role provides administrative, clerical, and financial support to the department. Responsibilities include greeting community members and supporting them to navigate resources and programs available at Griffiths Park Centre, and in our community. In addition to managing communications, you will be assisting with our community grants and special event processes, collecting statistics and preparing reports for our FCSS and Community Development team. This position plays a key role in ensuring friendly, efficient operations and supporting our team to deliver quality programs to the community.

### The Candidate

The ideal candidate is a proactive and organized professional with exceptional communication and interpersonal skills. You thrive in a dynamic environment and are comfortable managing multiple tasks simultaneously, including working with diverse stakeholders, preparing financial documents, and assisting with emergency services and volunteer coordination. Proficiency in time management tools and a keen eye for detail are essential, as is a willingness to learn and adapt to new challenges. If you are passionate about community development, skilled in administration, and eager to make a positive impact, this role offers the perfect opportunity to showcase your skills.

The successful candidate will also be required to have a post-secondary certificate or diploma in Administration or a related field.

Please see the below Job Description for a more detailed picture.

### How do you apply?

Send your resume and cover letter by January 5, 2025, to [humanresources@edson.ca](mailto:humanresources@edson.ca) quoting competition #EDSOU-202427.

Tell us who you are, what you value, and why you think this position is a good fit for you in that cover letter. If you plan to relocate for this position, please clearly indicate this.

*We thank all applicants for their interest, however, only those selected for interviews will be contacted.*

# Administrative Assistant – Community Services

**Department Head:** General Manager, Community & Protective Services  
**Immediate Supervisor:** Community Services Manager

## General

Reporting to the Manager of Community Services, the Administrative Assistant – Community Services provides administrative, clerical, and basic financial support to the Managers & Supervisors within their Department.

## Primary Responsibilities:

- Support the Emergency Support Services (ESS) Director by participating in required training, assisting with development of the ESS plan and documentation, contributing to volunteer recruitment and training initiatives, and supporting the Emergency Services team during emergency situations as required.
- Aid in the intake and preparation of income tax returns for the Volunteer Income Tax Program.
- Manage the CSERV email account and respond to inquiries via social media, website, phone, and in-person channels.
- Support program coordinators in managing vendor contracts, insurance, and Workers' Compensation Board (WCB) coverage.
- Administer the special events application process for both internal and external requests.
- Provide administrative support for community grant programs.
- Create, coordinate, and update promotional materials across multiple platforms, including the Town of Edson website, social media, newspaper, radio, and the “Explore Edson” brochure.
- Assist in the recruitment, training, and orientation of volunteers and staff for community-based programs.
- Compile and prepare reports, data, and statistics for submission to Administration, Council, stakeholders, government agencies, or funding bodies.
- Act as recording secretary to Department, Board, or Committee meetings as directed.
- Respond accurately to questions from the public regarding departmental matters, referring inquiries of a more complex nature to the Manager or appropriate staff member.
- Receive and record monies, prepare invoice requests and prepare departmental purchase orders.
- Use a variety of time management tools including electronic calendars, to manage departmental tasks and appointments.
- Assist with the preparation of documents such as Contracts, Requests for Proposals, Agreements, etc.
- Maintain inventory control and distribution of office supplies for the department.
- Maintain and update a procedure manual for the position.
- Maintain departmental Health and Safety records.
- Attend position-related seminars as directed by the Manager.
- Perform other duties as directed by the Manager.

## *Human Resources, Team Management, and Leadership*

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

## **Public Relations**

- Establish and maintain positive constructive relations with internal and external clients.
- Respond to concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

## **Corporate/Administration**

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Respect and uphold organizational and staff confidentiality.
- Cross train and be available to cover other Admin positions as may be required.

## **Health and Safety**

- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Participate in training and ensure being adequately trained and competent to perform the work.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.
- Advise your Manager of all observed Health and Safety concerns.

## **Qualifications**

### **Core Competencies**

- Knowledge of office practices, record keeping, and strong customer service skills.
- Strong communication, time management, and organizational skills.
- Working knowledge of MS Office Suite (word, excel, power point, outlook etc), and electronic file systems.
- Prepare spreadsheets, draft, create, edit, format and proofread, documents, policies, procedure manuals and reports as required.
- Maintain department calendars, create and manage documentation required for meetings, track and order building supplies.
- Demonstrated ability to prioritize tasks and meet deadlines effectively.
- Ability to work independently as well as within a team environment while maintaining a high level of accuracy and confidentiality.
- Class 5 driver's license.

### **Job Requirements**

- Post-Secondary certificate or Diploma in Administration or related field.
- Minimum 2 years' experience in an administrative role, preferably in a Municipal or Government setting.

Alternative combinations of education and experience which demonstrably provide the required knowledge, skills and abilities, may be eligible in certain circumstances.

**Working Conditions**

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings

	Probation	Level I	Level II	Level III	Level IV
<b>Administrative Assistant (2025)</b>	28.97	\$29.61	\$31.28	\$32.91	\$34.89