Employment Opportunity

Administrative Assistant, Community Services
Permanent Full-time

The Town of Morinville is seeking an organized, proactive, and community-minded Administrative Assistant, Community Services to join our Community Services team. This position plays a key role in supporting the efficient delivery of recreation, culture, Family and Community Support Services (FCSS), community development, and facility operations across the Morinville Leisure Centre, Morinville Community Cultural Centre, and other Town facilities.

Reporting to the Manager, Community Services, the Administrative Assistant provides centralized administrative, financial, and governance support to the department, helping ensure smooth operations, consistent service delivery, and high-quality support to residents, community groups, and internal teams.

Key Responsibilities:
- Provide centralized administrative support across all Community Services divisions, including Recreation, Culture, FCSS, Community Development, and Facility Operations.
- Manage correspondence, inquiries, internal communications, and departmental workflow.
- Maintain secure, organized filing systems, SharePoint directories, committee records, and document control in compliance with POPA and PIPA.
- Coordinate meetings for Community Services leadership, including agendas, minutes, scheduling, and action tracking.
- Prepare letters, draft reports, background materials, and research for the Manager, Community Services.
- Support financial processes by tracking program revenues, verifying invoices, maintaining vendor documentation, and assisting with grants and provincial reporting requirements.
- Assist with annual budget preparation, financial summaries, and ongoing monitoring of departmental expenses and cost-recovery metrics.
- Prepare Council reports, briefing notes, JLT materials, and ensure compliance with OHS, FCSS Act, and municipal policies.
- Support committee coordination, including document tracking, communications, agendas, and accurate meeting minutes.
- Compile departmental usage statistics, manage administrative databases, and support software, forms, and digital systems used across the division.
- Provide customer service and administrative support to residents, community groups, program users, and grant applicants, including occasional coverage for Customer Service Representatives.

Requirements:
- Post-secondary diploma in Office Administration or a related field is required.
- Minimum of 2 – 3 years of administrative experience, preferably in a municipal, community services or public-sector environment. *(Note: combinations and equivalencies of education and experience may be considered)*
- Standard First Aid & CPR/AED
- POPA/PIPA or administrative training is considered an asset.
- Experience with financial tracking, reporting systems, and purchasing processes.
- Strong proficiency in Microsoft Office, SharePoint, and customer-service platforms.
- Excellent attention to detail, time management, organization, and confidentiality.
- Ability to manage sensitive information and competing deadlines
- Ability to work in a fast-paced environment with frequent interruptions.
- Comfortable interacting with the public, including vulnerable residents accessing FCSS supports.
- The successful candidate will be required to provide a Criminal Record Check.

Compensation/Hours of Work: Annual salary range of $58,496 to $69,848 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: Sunday, January 11, 2026

To apply to this position please visit *www.morinville.ca/careers*

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.