

Executive Coordinator, Mayor's Office

Position ID: J0626-0223

Job Title: Executive Coordinator, Mayor's Office

Job Type: Full Time

Department: Legislative Services

Number Of Positions: 1

Min Salary: \$41.70/Hour

Max Salary: \$52.12/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Executive Coordinator, Mayor's Office provides high-level executive, strategic, and operational support to the Mayor, serving as the primary coordination point for the Mayor's office.

This position operates beyond traditional administrative support and plays a critical role in enabling the Mayor to effectively manage priorities, relationships, communications, and external commitments. The role is responsible for the seamless coordination of the Mayor's schedule, communications, and workflow, ensuring alignment with organizational priorities, Council direction, and emerging issues.

The incumbent exercises sound judgment, discretion, and political awareness in triaging matters, identifying sensitivities, and ensuring the Mayor is well-prepared, informed, and positioned to respond

to high-profile and time-sensitive issues. The position supports the Mayor's external presence through coordination of communications, briefing materials, speeches, and public messaging, in collaboration with Corporate Communications, Intergovernmental Relations, Legislative Services, and other departments to support coordination, information flow, and follow-through.

The role also monitors municipal, regional, provincial, and federal developments, identifying matters that may require awareness, coordination, or response. This position serves as a key liaison between the Mayor's office and internal stakeholders, other municipalities, and provincial and federal partners, supporting the Mayor's advocacy efforts and relationship management across all levels of government.

The role requires flexibility and responsiveness to a dynamic work environment, including work outside of standard business hours.

Responsibilities include:

- Provide strategic and proactive coordination of the Mayor's calendar, ensuring alignment with priorities, commitments, and emerging issues, while maintaining flexibility to respond to changing demands
- Act as the primary coordination point for the Mayor's office, managing internal and external communications, including oversight of the Mayor's inbox, correspondence, and meeting requests, and facilitating appropriate response, delegation, and access
- Monitor, assess, and triage incoming information, correspondence, and emerging issues, identifying priorities and sensitivities and facilitating appropriate escalation or coordination
- Maintain awareness of municipal, regional, provincial, and federal developments, supporting the preparation of briefing materials and background information to inform decision-making and advocacy
- Support and coordinate intergovernmental relations activities on behalf of the Mayor, liaising with elected officials, government representatives, and partner organizations in collaboration with Intergovernmental Relations
- Coordinate logistics and provide support for meetings, events, and engagements, ensuring the Mayor is prepared with relevant information and materials
- Build and maintain effective working relationships with internal and external stakeholders, representing the Mayor's office with professionalism and credibility
- Work collaboratively with internal departments and senior leadership to ensure alignment, consistency, and coordination of messaging, priorities, and follow-through
- Coordinate communications materials, public messaging, and engagement activities, and support the Mayor's communications, outreach, and public-facing activities, as required, in collaboration with Corporate Communications

- Provide administrative and operational coordination, including financial processing, travel coordination, and event logistics, ensuring effective office operations
- Maintain systems to track commitments, action items, and follow-up to ensure accountability and continuity
- Provide back-up executive support for Council members as required

You Bring:

- A diploma in business administration, office administration or a related field is preferred
- Experience supporting senior executives, elected officials, or leadership roles in a complex organization, preferably within a municipal or government environment
- Experience managing executive-level priorities, including calendar oversight, correspondence, and coordination of high-volume and sensitive information flows
- Experience preparing briefing materials, presentations, speeches, and formal correspondence for senior leadership or elected officials
- Experience in a politically sensitive, fast-paced environment requiring discretion, confidentiality, and sound judgment
- Strong understanding of municipal governance, Council processes, and the broader political and intergovernmental landscape
- Experience supporting or coordinating stakeholder relations, including interaction with government, community, and external partners
- Demonstrated ability to monitor, assess, and respond to emerging issues, risks, and priorities, including the ability to anticipate needs and act proactively
- Advanced organizational and coordination skills, with the ability to manage competing priorities and shifting demands
- Highly proficient in Microsoft Office and collaboration tools
- Demonstrates strong political acumen and the ability to navigate complex and sensitive environments with professionalism and sound judgment
- Highly proactive, resourceful, and able to anticipate needs, risks, and emerging issues
- Exercises a high degree of confidentiality, discretion, and integrity
- Exceptional written and verbal communication skills, with the ability to produce clear, concise, and effective materials for a variety of audiences
- Strong interpersonal skills with the ability to build trust and credibility with internal and external stakeholders
- Able to work effectively in a fast-paced, high-pressure environment with changing priorities
- Flexible and responsive, including the ability and willingness to work outside of standard business hours



We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

The position is full time (37.5 hours per week) and a comprehensive benefits package is included. This position may include the occasional presence at meetings and special events during the evening and weekends.

*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

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