



Administrative Assistant – Community & Social Development

Permanent, full-time (35 hours/week)

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of **Teamwork, Service, Respect and Leadership** guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe in building a strong, connected, and inclusive community. Our Community & Social Development team plays an important role in contributing to the quality of life of our residents. You will be an integral member of a team that focuses on community development, long-term planning for spaces and projects that build active, creative and engaged communities, events, arts, culture, heritage, and capacity-building services for volunteers, nonprofits and the community, as well as preventative and early intervention supports for families and individuals.

We are looking for a highly organized, adaptable, and customer-focused administrative professional who enjoys working in a diverse and fast-paced environment and takes pride in providing high-quality administrative support.

What is the Opportunity?

We are currently recruiting an **Administrative Assistant – Community & Social Development** to provide administrative support and office coordination to the Director, Community & Social Development and department programs and initiatives.

Reporting to the Director, Community & Social Development, this position supports diverse portfolios and requires strong organizational, time management, and coordination skills. The successful candidate will work closely with internal departments, stakeholders, external partners, and members of the public while providing professional and responsive customer service.

What will you do?

As the Administrative Assistant, your key responsibilities will include:

- Provide administrative support to the Director, Community & Social Development.
- Coordinate calendars, meetings, agendas, minutes, presentations, and other necessary arrangements.
- Monitor and maintain program statistics, reporting requirements, records retention, board reports, budget tracking, financial requests, and filing systems, while tracking deadlines and status updates for department, division, and corporate requirements.
- Coordinate the units' monthly, quarterly, and annual report submissions.
- Assist with the preparation and compilation of tenders, Requests for Proposals, and municipal grant submissions, including tracking and reporting.
- Provide administrative support to the Parks, Recreation & Culture Board and the Family & Community Support Services (FCSS) Board, including coordinating meetings, preparing agendas and materials, taking minutes, scheduling guests, and facilitating communication between Administration and Board members.
- Provide high-level customer service support to department business unit Managers and portfolio Leads, as assigned by the Director.

- Receive and relay inquiries to the appropriate person and provide functional-area information.
- Provide support to department database coordinators when assigned, including volunteer management, art acquisition, heritage collections, grant management, client systems, and other related systems.
- Maintain office equipment and supplies and monitor website information relevant to the business units.
- Develop and maintain positive and professional relationships with team members, business units, stakeholders, and internal and external partners in support of programs, services, events, and initiatives.
- Monitor and provide input regarding improvements to workflow processes, policies, and procedures.
- Provide functional guidance on administrative processes and make recommendations to management to support effective documentation and workflow practices.

Who you are?

You are a highly organized and adaptable administrative professional with strong communication skills and the ability to manage multiple priorities while providing excellent customer service. You bring:

- Diploma in a related field or a combination of education and experience.
- Minimum three years of progressive experience in special projects and/or administrative support roles.
- Experience working in municipal government, community development, or social development is considered an asset.
- Strong ability to take initiative and independently prioritize, plan, coordinate, organize, and monitor multiple projects simultaneously.
- Ability to quickly adapt to changing priorities and timelines.
- High level of professionalism, tact, diplomacy, and integrity.
- Proven success and strong orientation toward team-oriented and service-focused environments.
- Knowledge of modern methods of office administration.
- Excellent proofreading skills, including grammar, spelling, punctuation, business correspondence, and report writing.
- Ability to take, transcribe, and summarize meeting minutes and discussions.
- Considerable knowledge of Microsoft Office applications, including Outlook, Excel, Word, and PowerPoint.
- Experience with virtual meeting platforms.
- Ability to quickly learn new software systems and support others in their learning

What we Offer?

At the City of Leduc, we believe in taking care of our people. Here's what you can expect:

- **Competitive Salary:** \$59,332.00 – \$74,165.00 / annum
- **Comprehensive Benefits:** Health, dental, and wellness benefits, including a healthcare spending account
- **Pension Plan:** Participation in the Local Authorities Pension Plan (LAPP)
- **Recreation Pass:** A City of Leduc recreation pass, including access to drop-in programs
- **Time Off:** Competitive vacation entitlements
- **Free Parking:** On-site free parking for employees

Important Notes!

- The successful candidate must be able to obtain an acceptable Criminal Record Check at their own expense.
- The successful candidate will be required to work at least two evenings per month with the Boards.

Ready to Join Us?

If you are an organized administrative professional who enjoys supporting diverse portfolios, coordinating multiple priorities, and contributing to meaningful community initiatives, we'd love to hear from you!

Apply today by submitting your resume at: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **October 05, 2026**.

This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.