

Administrative Coordinator

The Opportunity

Join our team and help the Edmonton Metropolitan Region grow to its potential.

Are you interested in bringing people together to make change? Do you like working with leaders passionate about the future of our Region? If you are, then the Edmonton Metropolitan Region Board is looking for you. You will join a small but mighty team of professionals that support a Board of 13 Mayors from Edmonton and the surrounding area whose primary function is to plan for the coordinated long term growth of the region.

As a member of this team, you will use your education and experience to support the Corporate Planning and Operations Branch, which is responsible for efficient and effective operation of the Board and EMRB Administration. The Administrative Coordinator is responsible for coordinating the day to day operations of the CPO Branch and, working in concert with Executive Assistant to the CEO and Project Coordinator for the Regional Growth Planning Branch, as part of the Administrative Support Team providing overall comprehensive administrative support to the Board and EMRB Administration. The Administrative Coordinator directly supports the Branch Director, Communications Manager, Office Manager, Coordinator of GIS and IT Services, and serves as office receptionist.

The Job

The Administrative Coordinator position provides a senior level of administrative support and will be responsible for:

- Overseeing the day-to-day operation of the CPO Branch including:
 - Coordinating activities related to the Director and Branch Managers;
 - Establishing and implementing administrative systems, procedures, and policies to monitor and support branch projects and initiatives;
 - Preparing correspondence, meeting materials, presentations, reports, briefing notes, meeting notes and minutes;
 - Booking and scheduling meetings;
 - Handling requests and inquiries and redirecting where appropriate;
 - Assisting in the maintenance and operation of the EMRB website and social media presence;
 - Assisting with member expense claims and supporting other office management functions as required; and,
 - Developing templates and other tools to standardize workflow management practices.

- Maintaining the records management system including:
 - Document creation through to archiving or destruction of files;
 - Managing the system's document and agenda workflows;
 - Creating and revising workflows and procedures by analyzing operating practices.

- As part of the Administrative Support Team managing all aspects of Board, Committee and Task Force meetings including:
 - Assembling, proofing, editing, and distributing Agenda Packages;
 - Preparing and maintaining distribution lists, contact lists, and stakeholders lists;
 - Managing event bookings and meeting logistics (e.g. scheduling attendees, room procurement, equipment, food, etc.);
 - Developing and maintaining effective working relationships with member municipalities (elected representatives and administration), regional stakeholders, consultants and the public; and,
 - Establishing administrative support guidelines by researching, developing, writing, and updating administrative policies, procedures, and practices.
- Overall office support including:
 - Managing the front reception and dealing with telephone and walk-in inquiries;
 - Receiving, reviewing and forwarding mail for the organization to the appropriate person for action;
 - Maintaining the master booking calendar for the organization;
 - Maintaining the professional appearance and cleanliness of the reception area, boardrooms and office kitchen;
 - Coordinating administrative support activities with the Executive Assistant and Project Coordinator;
 - Supporting and assisting the Executive Assistant to the CEO as required;
 - Back up for Executive Assistant and Project Coordinator in their absence; and,
 - Other administrative support duties as required.

The Person

- Position requires intermediate working knowledge of administrative systems and processes including general office policies and procedures.
- Excellent organizational skills and attention to detail is critical.
- Strong written, oral, and interpersonal communication skills.
- Ability to work independently with a high degree of self-direction, initiative, and discretion.
- Understanding of standards, policies, procedures and practices that affect Boards and Committees.
- Enjoys working in a team environment.
- Relevant experience in municipal and provincial government or other public sector organization would be an asset.
- Knowledge and experience working with websites, graphic design, and various social media platforms will be considered assets.
- Completion of a post secondary Diploma Program or University Bachelor's degree in public administration, business administration, communications or a related field plus 2 years experience, or a minimum of 5 years of progressively responsible administrative support experience in a fast-paced and dynamic office environment, supporting similar sized teams.
- Advanced proficiency with MS Office suite. Experience with graphics design software and records management systems would be an asset.

The salary range for this position is \$45,000 to \$65,000 and includes an excellent benefits package.

Please apply with a resume and cover letter detailing how you meet the requirements of the position before Thursday, December 6, 2018 at 4:00 pm to:

Neal Sarnecki, Director, Corporate Planning & Operations
nsarnecki@emrb.ca