
Position: Executive Assistant to the Executive Director

Reports To: Executive Director

Position Type: Full-Time

Location: Edmonton, Alberta

Overview

Since 1959 the Alberta Construction Association (ACA), represents the collective voice for Alberta's construction industry, develops standard industry practices (procurement, payment, safety, etc.), and promotes a highly skilled workforce. The ACA is comprised of 3,000+ member companies involved in institutional, commercial, and industrial sectors that include general contractors, trade contractors, manufacturers and suppliers. The construction industry in Alberta employs approximately 250,000, for an approximate value of over \$47 billion.

The Executive Assistant provides critical support to the Executive Director of a dynamic nonprofit, industry advocacy organization. This role is pivotal in facilitating the effective management of the ACA by providing administrative support to the Executive Director (ED), ensuring the efficient operation of the Board of Directors, and supporting the organization's financial and staff management processes. The ideal candidate is highly organized, prudent, and capable of managing multiple priorities in a fast-paced environment.

Key Responsibilities

1. Office Administration
 - a. Perform basic bookkeeping tasks such as expense report processing, invoice preparation, and budget tracking, in particular:
 - i. Organizing accounts payable, accounts receivable and general ledger entries working with external stakeholders ensure processing.
 - ii. Reviewing and preparing monthly income statements, month end financial reports and bank reconciliations, including GST Returns.
 - iii. Managing multiple bank accounts related to government grants in addition to the organization's primary account, ensuring appropriate reconciliation, tracking, and adherence to accounting procedures.
 - iv. Working with external stakeholders to manage membership data, government grants, and review invoices with ED for processing.
 - v. Reconciling account balances to ensure financial reports are timely and accurate for Executive Director review.
 - b. Assist in the preparation of financial statements and reports for the Executive Director and Board of Directors.
 - i. Monitoring expenditures monthly in relation to the annual budget.
 - ii. Working with Auditor to prepare materials for Year-End Audit.
 - iii. Managing banking and credit statements as required.

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- c. Provide administrative support to staff, including document preparation, file management, ordering supplies and services, and overall office management.
 - d. Tracking, monitoring, and supporting staff in their HR needs by understanding and utilizing programs and services that ACA utilizes.
 - e. Facilitate communication within the organization and contribute to team efforts by accomplishing related results as needed.
2. Board Secretariat
- a. Organize and schedule Board of Directors, committee and working group meetings, including logistics, preparing agendas, and distributing materials.
 - b. Produce minutes based on Board and committee meetings, ensuring accuracy and confidentiality, and distribute them appropriately.
 - c. Support Board and committee governance documents, including bylaws, policies, and board member records.
 - d. Act as Secretariat for ACA Board and committee meetings and activities.
 - e. Facilitating ACA and Board events through event planning through to implementation.
3. Executive Support
- a. Manage and prioritize the ACA and Executive Director calendar, including scheduling meetings, appointments, and travel arrangements.
 - b. With oversight from the Executive Director, handle correspondence, draft emails, and letters, and prepare reports and presentations as needed.
 - c. Act as a “first point of contact” between external stakeholders (e.g. government officials, public, media, partner associations), and the Executive Director, other staff, and board members.
 - d. Assist in preparing for and follow up on meetings with stakeholders and partners.

Qualifications

Business administration diploma, certificate or degree or equivalent experience in business administration, finance, or related field. At least 3 years of experience in an executive support role, preferably within a nonprofit or advocacy organization.

Skills

- Excellent organizational skills, with an ability to prioritize time-sensitive assignments and attention to details.
- Strong communication skills, both written and verbal, and the ability to handle confidential information with discretion.
- Proficiency in Microsoft Office Suite, with a strong emphasis on Excel and PowerPoint.
- Familiarity with accounting software, such as QuickBooks.
- Proficient in Adobe Acrobat, including combining and organizing PDFs, preparing board packages, editing documents, and formatting to create polished, professional materials.
- Resourceful with digital tools, including polling software, scheduling platforms, and collaboration tools for coordinating meetings and consolidating multiple calendars.

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- Experience with planning and coordinating meetings and event, including event logistics and minute-taking.
 - Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.

Working Conditions

- The hours of operation are 8 am to 4:30 pm, Monday through Friday inclusive (excluding holidays) with lunch being from noon to 1:00 pm.
- This role may require occasional evening and weekend work, or travel, to support Board or Committee meetings and special events.
- The successful candidate will need to be flexible and adaptable to meet the expectations of this role, as Board, member and staff requests arise.
- The position will be working remotely until a new office space is acquired. At which time, the Executive Assistant will be required to work regular hours of operation within the office.
 - Working from home will require access to internet that can accommodate the ability to manage duties effectively online, e.g. video-conferencing.
- Office duties may require some moderate physical activities in order to manage the operations of the office, such as lifting or moving objects less than 30lbs.

Application Process

Interested candidates should submit a resume, cover letter, and any relevant work samples to policy@albertaconstruction.net.