

Northwest Office of The Consortium Executive Assistant Position Full-Time Temporary

The Northwest Office of the Alberta Professional Learning Consortium is seeking a dynamic, energetic and outgoing individual for the full-time, temporary, position (1.0 FTE) of Executive Assistant with duties commencing March 16, 2026 and ending March 15, 2027. The position offers the opportunity for a hybrid work arrangement. The successful candidate will have the ability to work from home but should also be available for onsite events.

The Executive Assistant is responsible for the efficient office operations, under the direction and supervision of the Regional Director. The Executive Assistant must possess the competencies of professionalism, accountability, strong oral and written communication, organization, time management, resourcefulness, the superior ability to deal with people in a positive, tactful and professional manner.

The candidate will possess the following qualifications*:

- Degree, diploma or certificate in administration, business or office administration or related field.
- Proficiency with technology and web-based platforms.
- Knowledge and application of records management

**Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered.*

The successful candidate will possess the following experience, knowledge, and abilities:

- Provide daily administrative support to the Director to ensure effective operation of the consortium.
- Provide support to contracted and seconded staff as required.
- Management of the office including receptionist duties, organization of materials, receive, review and distribute incoming mail, management of paper and electronic documents and files, as well as resource and supply purchases.
- Management and coordination of office software, technology support and maintenance
- Logistical planning for and assisting with meetings, including minute taking.
- Provide programing supports as directed by the Director, such as:
 - create and manage speaker/facilitator contracts, maintain ongoing communication with speakers/facilitators as liaison with the consortium.
 - coordinate all aspects of a learning opportunity event from initial data base set-up to final participant reports, including hosting of events.
 - contact suitable presenters, organize learning opportunities/programs and negotiate contracts on an as-needed basis.
 - manage and maintain reporting, including, providing program data analysis and reporting of professional learning opportunities.
 - Manage and maintain on-line payment system, (i.e. credit card processing).

- Provide public relations service to partners, stakeholders, presenters, and others as directed by the Director.
- To accept other delegated responsibilities at the discretion of the Director.

Please submit a resume, **with references**, and a letter of application that demonstrates the extent to which your education and experiences fulfills the knowledge, skills and attributes for this position.

We appreciate and thank you for your application; however, we contact only those candidates who are selected for an interview. The Northwest Office of The Consortium reserves the right to check references prior to the scheduling of interviews. Please include three references and updated contact information with your application.

Deadline for receipt of submissions is January 30, 2026 or until a suitable candidate is found.

Questions and applications can be directed to sandra.ciurysek@aplc.ab.ca.

About the NW Office of The Consortium

The Northwest Office of the Alberta Professional Learning Consortium is one of 7 offices in Alberta. The provincial education vision and recent trends in education provide a road map for The Consortium to be responsive and work in a collaborative, coordinated manner, continuing to design and deliver cost-efficient professional learning opportunities to Alberta educators. The Consortium is governed by the College of Alberta School Superintendents (CASS) and is responsive to the needs of school authorities in its role of creating professional learning opportunities in an ongoing, coordinated and cost effective manner. Since 1995, we've cultivated a professional learning network that supports Alberta's educators as they pursue optimal learning environments for their students. All seven offices leverage technology and collaborative planning to make learning opportunities available across the province.