



**ADMINISTRATIVE COORDINATOR:**

**Reports to: The Executive Director**

The Alberta Resource Centre for Quality Enhancement (ARCQE) is a non-profit, registered society established in 2004 providing professional learning and coaching support to licensed programs serving the early learning and child care service sector. Currently we are seeking applications for the position of Administrative Coordinator to support the work of the organization's provincial office based out of Edmonton.

**Roles and responsibilities for this position will include but not be limited to:**

- Office Reception & Correspondence: phones, redirection of inquiries, processing mail, fax and email communication to Coaches, Mentors, and Clients
- Development of service flyers, workshop invitations, and all corresponding mail outs
- Coordination of workshop notification & registrations information to programs/agencies provincially and to the website
- Production of Resource materials (presentation folders, training binders, hand outs etc.)
- Management of all ARCQE Resources both internal (Resource Library) and also procurement & distribution of all project related resources to programs across Alberta
- Managing and supporting registration portal for various events (Information sessions, trainings, meetings)
- Securing meeting spaces via the office building meeting room schedule
- Securing accommodations for ARCQE staff on site visits or for Board members attending Board meetings (as authorized by the Executive Director or Financial Administrator).
- Maintaining & ordering office supplies and materials
- Minute taking & distribution of minutes, agendas and reports: (Staff meetings, Facilitator Conference Calls, Office meetings)

and all other related responsibilities in meeting the agency work plan deliverables to Alberta Children's Services as outlined on a quarterly basis.

As the Administrative Coordinator, it is an expectation that the A.C.'s primary responsibility will be to manage the office independently while management staff are away at training or professional development related events. It is expected that regular contact will be maintained with members of the ARCQE management team while away via phone and/or email as necessary, to maintain smooth office operations. In the absence of the Executive Director the Administrative Coordinator will report to the Regional Directors for direction on issues that may arise. With the agency's contracts evolving annually it is understood that the nature of priorities and subsequent work may be redefined on an ongoing basis, in order to be responsive to community needs.

This is a Full Time position supporting the ARCQE provincial office based out of Edmonton, AB. Salary and vacation to commensurate pending education and experience.



**Start Date:** June 2023

**Qualifications:** Diploma/Degree Administration

**Inquiries should be directed to:** Corine Ferguson, [corinef@arcqe.ca](mailto:corinef@arcqe.ca)

(Please note: Only successful applicants will be contacted).