



## Administrative Assistant

The Land Stewardship Centre of Canada is seeking an efficient and organized Administrative Assistant to work in its Edmonton office. You will be part of a private, not-for-profit, charitable organization dedicated to promoting sustainable land use and assisting community-based groups care for the environment. We are looking for an organized, skilled, energetic person who can assume routine administrative office responsibilities and also assist program staff with their project work.

### Responsibilities Include:

- General office administration and reception (phones, correspondence, mail/courier processing, office equipment maintenance, filing)
- Bookkeeping and accounting
- Assisting with Access database searches and updates
- Library setup and maintenance
- Assisting with setting up workshops, scheduling conference calls/meetings, vehicle rentals/travel arrangements for staff
- Assisting with website updates under staff direction
- Assisting the Executive Director in scheduling staff/Board of Directors meetings (agenda, briefing material, and minutes)

### Skills and Abilities Required:

- Experience and/or training in administration
- Strong organizational and efficiency skills (detail-oriented and accurate)
- Willing, able and eager to take the initiative and deliver timely results
- Strong written and verbal communication skills
- Ability to work well as a team player and individually
- Knowledge of MS Office, Access; website development skills an asset

Salary range is competitive and commensurate with experience and qualifications.

Please send resume and covering letter to:

Ernie Ewaschuk, Executive Director  
Land Stewardship Centre of Canada  
Imrie House, 17503-45 Avenue  
Edmonton, Alberta T6M 2N3

Email to: [ernie@landstewardship.org](mailto:ernie@landstewardship.org)

Fax to: (780) 486-9599



*View from Imrie House in the fall*