

Job Posting: Administrative Assistant (Recording Secretary)

Position Type: Full-Time

Location: Edmonton, Alberta

Reports To: Executive Staff Officer / President

Position Overview

The Administrative Assistant (Recording Secretary) plays a central role in supporting the governance, operations, and communications of the Local. This position is responsible for maintaining accurate records, coordinating meetings and events, managing correspondence, and supporting information management practices. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a confidential and professional environment.

Key Responsibilities

Governance & Meeting Administration

- Serve as Recording Secretary for the Executive Committee, Council of Representatives, and General Assemblies
- Attend meetings and maintain accurate records of motions, discussions, and decisions
- Prepare agendas, minutes, and action reports for Table Officers and committees
- Compile and distribute meeting packages and supporting documentation
- Maintain official records and filing systems for all governance meetings

Committee Participation

- Actively participate in the Executive Committee, Council of Representatives, and General Assemblies
- Collaborate with the Professional Development (PD) Committee and Executive Staff Officer on initiatives such as the Observe a Colleague program

Communications & Correspondence

- Prepare reports, notices, and official correspondence
- Manage and maintain confidential correspondence on behalf of the President
- Issue formal notices related to meetings, elections, and resolutions
- Open, review, and distribute incoming mail

Event & Administrative Coordination

- Coordinate registrations and communications for Local events
- Provide logistical support for events (e.g., booking venues, catering, and event materials)
- Support key events such as New Teacher Induction, Annual Appreciation Dinner, and Retirement Banquets
- Prepare and maintain the Local's annual calendar, including meeting schedules and reminders

Information & Records Management

- Maintain and update the Local Constitution and Guidelines
- Ensure proper documentation and organization of information assets
- Work with the other Administrative Assistant to implement effective information management systems

- Monitor and report on information flow and organizational needs
- Maintain and update website content, including posting agendas, minutes, and reports

Stakeholder Liaison

- Act as a point of contact with external partners including the Provincial Association, Edmonton Public School Board, and other agencies
- Support coordination of joint initiatives, conferences, and programs

Additional Duties

- Administer scholarship processes, including preparing notices and receiving submissions
 - Provide administrative support to standing committees, including preparation of meeting materials and minutes
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Qualifications & Skills

- Post-secondary education in administration, business, or a related field (or equivalent experience)
 - Proven experience in administrative or governance support roles
 - Exceptional organizational and time management skills
 - Strong written and verbal communication abilities
 - High level of accuracy and attention to detail
 - Ability to handle confidential information with discretion
 - Proficiency in office software and digital information systems
 - Experience coordinating meetings, events, and committees
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Preferred Qualifications

- Experience working in a union, educational, or non-profit environment
 - Familiarity with governance structures and meeting procedures
 - Experience with records management and information systems
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Why Join Us?

This role offers the opportunity to contribute to a dynamic organization supporting educators and the broader community. You will play a key role in ensuring effective governance, communication, and organizational success.

Salary

- The salary range for this position is \$61,000-\$82,000 per year. Placement will be based on experience and qualifications.

Benefits

- Full Benefit package including pension and Health / Wellness Spending Account

SCHEDULE:

- Fixed Term Contract
- Monday to Friday, last week of August to the last operational day in June annually with summers off

WORK LOCATION: Barnett House, Suite 401, 11010 142 Street, Edmonton, Alberta

How to Apply

Please submit your resume and cover letter outlining your qualifications and experience to info@edpub.org prior to the end of day on May 18, 2026.

We thank all candidates in advance for their application; however, only those chosen for an interview will be contacted.