

EPTL Job Posting – Administrative Assistant

11/21/2025

**Job Posting – ADMINISTRATIVE ASSISTANT
Edmonton Public Teachers' Local 37 of the Alberta Teachers' Association
Full-Time 1.0 FTE (35 hours/week)**

Reporting to the President and the Executive Staff Officer of Edmonton Public Teachers' Local 37 of the Alberta Teachers' Association, the Administrative Assistant will be responsible for assisting the team with administration support to maintain effective and efficient organizational processes. The position is responsible for day-to-day clerical and administrative support as well as planning and communicating to internal teams and external stakeholders. As a key point of reference for administrative queries, requests, or issues, the successful candidate will be an integral part of the team.

KEY RESPONSIBILITIES & DUTIES:

- Work collaboratively with the President, Executive Staff Officer and other
- Manage daily/weekly/monthly agendas and tasks, and arrange meetings and events as applicable
- Provide support to the Teacher Development Fund by reviewing and tracking grant applications, processing expenses and reporting to the President/committee.
- Organize meetings and prepare materials
- Enter member information and updates in the Local's database
- Answer phone calls/emails and redirect as appropriate
- Prepare and disseminate correspondence
- Plan events, order, receive and stock supplies as needed

QUALIFICATIONS

A Minimum of two years administrative experience. Experience in an educational setting would be considered an asset.

Candidates for the above position must have:

- Strong organizational skills and the ability to multi-task and optimize workflow
- Outstanding written and verbal communication skills
- High degree of integrity, confidentiality and professionalism with positive team attitude
- Some accounting education or experience is preferred
- Fluency in all Microsoft applications including Excel
- Experience with other programs and applications including Zoom, Eventbrite, Canva and Adobe

JOB POSTING CLOSES 4:00 pm on December 5, 2025.

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

Please submit cover letter and current resume to Tracy Kuehnemuth, Office Coordinator at tracy.kuehnemuth@edpub.org (include Job Posting in the subject line) prior to the December 5, 2025 deadline.

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