



Further Education Society
Strengthening Communities

Junior Office Assistant

At the Further Education Society of Alberta (FESA), our mission is to strengthen communities, families, and individuals through literacy and learning by advocating, collaborating, and removing barriers. We need passionate, high-performing, and solution-oriented team members to achieve our mission.

Position Summary

Under the direction of the Education Manager and the Senior Manager, the Assistant provides operational, administrative, and research assistance to both Managers, and performs a variety of administrative, coordination, and logistical services in support of the operations of the organization and its programs and projects.

Roles and Responsibilities

- Data management of program and project materials, including data entry of statistics and evaluation data.
- Filing invoices and evaluation packages for programs and projects.
- Research information needed for program and project development and assist with report writing.
- Act as a liaison and coordinator with project staff and contractors to assist the Senior Manager with project management.
- Assist with the on-going evaluation of projects.
- Order or pick up consumables and supplies. Set up training room for meetings and training workshops.
- Assist with preparing information packages and supplies.
- Ensure complete facilitator invoices and expense claims.
- Reception for everyday enquiries from community partners, facilitators, and general public. Directing calls to appropriate staff.
- Assist with everyday administrative duties including typing, photocopying, mailing, shredding, and filing.
- Other administrative duties as required.

Qualifications and Skills

- At least two years of experience in a related role, performing a full range of administrative duties.
- Capacity to work with people from diverse cultural backgrounds.
- Demonstrates an egalitarian philosophy and non-judgmental attitude (i.e., sensitivity to diversity, poverty, and minority issues).
- Excellent communication and writing skills: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Strong organizational skills: set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.



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- Intermediate Microsoft Office skills (Word, Excel, Outlook, Teams) and proficiency in Asana or similar project management tools is required.
- Experience with accounting administrative tasks and QuickBooks is an asset.
- Self-starter and resourceful thinker.
- Proven decision-making and prioritizing abilities: assess situations to determine the importance and urgency and make clear decisions which are timely and in the best interests of the organization.
- Ability to work independently and work cooperatively and effectively with others.
- Experience working in a non-profit organization is an asset.

Term: Permanent part-time after probation period

Hours: 20 hours per week

Hourly Wage Rate: \$20.00/hour to \$23.00/hour

Closing Date: Thursday, September 14th, 2023

FESA is an equal opportunity employer and we welcome applications from members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

Interested applicants please send resume and cover letter in a PDF attachment with the file name "FIRST NAME-LAST NAME_Junior-Office-Assistant" to: HR@furthered.ca.

Only those selected for an interview will be contacted. No phone calls please.