

Position: Administrative Assistant
Reporting to: General Manager and Project Coordinator
Industry: Not for Profit, iCCAN
Hours of Work: 8:30 am – 4:30 pm
Compensation: \$17.00 -\$19.00/hr

iCCAN (Innovative Communities Connecting & Networking) is a groundbreaking project that creates access to learning through networked videoconference sites across Alberta.

By providing the tool to access educational programming, training, and networking opportunities iCCAN is helping more Albertans acquire knowledge and skills, without having to travel long distances or live away from their families.

iCCAN's growing network of videoconference sites is proving to be a valuable community resource for an increasing number of Albertans.

The three partners behind iCCAN are [Community Learning Network](#), [Literacy Alberta](#) and [Volunteer Alberta](#).

We are looking for an experienced and energetic full time administrative assistant.

Major Areas of Responsibility

- Provide administrative support to the General Manager and the Project Coordinator;
- Answer telephones and reply to general correspondence;
- Act as information resource for iCCAN team members and the iCCAN community;
- Maintain accurate filing system, databases and spreadsheets ;
- Update the website;
- Coordinate and compile newsletter information and other communication requests;
- Assist with organizing iCCAN programming, events and training and manage iCCAN calendar of events;
- Assist with creating and revising manuals and reporting documents;
- Attend meetings, training and professional development opportunities, where required.

Requirements:

- Excellent written and verbal communication skills;
- Ability to work well in a face paced environment and handle a variety of tasks at the same time as well as prioritize workload;
- Experience providing superior customer service;
- Knowledge and experience with Microsoft office applications;
- Ability to work independently;
- Self motivated and shows initiative;
- Excellent problem solving skills;
- Personal integrity.

Assets:

- Knowledge of videoconferencing technology;
- Experience in and with the voluntary sector;
- Experience with web based technology.