



Job Posting

Job Title: Administrative Assistant
Expected Hours: 10-15 hours/week during business hours 8:30am-4:30pm
Hourly Wage: \$25/hour
Start Date: As soon as possible
Location: Edmonton

Organization Overview:

Ever Active is a registered national charity based in Alberta that is focused on the well-being of children and youth. Our vision is for thriving schools and communities where children and youth grow, learn, and belong. Our mission is to lead, activate, and build capacity for settings that nurture health and well-being. We value relationships and well-being, which are at the heart of who we are and all we do. The values of inclusion, growth, community, voice, and kindness are also closely held and guide our work forward in a good way. We don't know all the answers but we're listening, learning, and growing.

Ever Active is looking for an authentic, enthusiastic and organized person to provide administrative support to our interdisciplinary staff. The successful candidate will build and maintain relationships with our partners and keep our team running smoothly. Reporting to the Director of Operations, this position will contribute to the collective work across the organization.

Position Description:

- Greeting partners, answering phones, managing multiple email accounts and calendars, booking school and community visits, and travel arrangements
- Coordinating events including registration, FAQ's, invoicing, receipts, group registrations, discount codes, and reporting
- Packing and unpacking after events
- Assisting staff with customer, school and partner follow-up or evaluations as needed, including appropriate data entry, and reporting support
- Booking, attending and keeping records of staff and partner meetings including minute creation/transcription
- Representing Ever Active at exhibitor booths and display opportunities, including planning, attending and selling or distributing Ever Active resources
- Supporting Ever Active in the overall work of advancing child and youth well-being in Alberta and beyond
- Maintaining inventory, including resources, equipment, and supplies
- Be willing and able to travel evenings and weekends on occasion to attend key meetings and events (approximately 4-6 times a year)
- Other duties as assigned

Required Position Competencies

- **Administrative Coordination & Organization**
Manages schedules, documents, and processes with accuracy and efficiency.
- **Information & Document Management**
Maintains organized, accessible, and up-to-date records and materials.
- **Service Orientation & Responsiveness**
Provides timely, helpful support to internal and external partners.
- **Attention to Detail**
Ensures accuracy and completeness in all tasks and communications.

Qualifications and Experience:

- Completion of a related certificate and a minimum of two years' administrative experience
- A combination of education and experience may be considered
- Valid Alberta Class 5 driver's license and access to a vehicle

Ever Active is committed to equity in its policies, practices, and programs, while supporting diversity in its community, school, and work environments; Ever Active encourages qualified applicants of all backgrounds and abilities to apply for this position.

To apply, please include your cover letter and resume in one document and email: employment@everactive.org. Please include the Job Title in the subject line.

Application Deadline:

July 3, 2026

Your application will be assessed based on how strongly your identified qualifications meet the criteria in the job advertisement. When applying, customize your application with your relevant skills and experience in order to address the job qualifications listed above.

Ever Active thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.