

Office Administrative Assistant

Canada Summer Jobs | 8-week position

Alberta Council for Global Cooperation (ACGC)
Edmonton, Alberta (Hybrid)

About ACGC

The Alberta Council for Global Cooperation is a network of organizations and individuals working globally to achieve sustainable development and global citizenship through engagement, learning, and collaboration. For over 50 years, ACGC has supported Albertans to engage with global issues including gender equality, climate justice, human rights, and international cooperation.

ACGC works with educators, youth, civil society organizations, and community partners across Alberta and Canada. Our work is supported through partnerships with Global Affairs Canada and other public and philanthropic funders.

Position Summary

Reporting to the Executive Director, but working with the guidance of the Programs and MEL Manager, the Office Administrative Assistant is responsible for coordinating and executing administrative duties to help ensure the overall execution of organizational mission and mandate.

Key Responsibilities

Operations

The Office Administrative Assistant will work to provide administrative support to the Executive Director as well as for the smooth operation of the office:

- Organizing meetings, sending invitations, managing logistics
- Creating and circulating meeting agendas, taking detailed meeting notes for internal and external meetings
- Facilitating incoming and outgoing mail and shipping
- Monitor, organize, and manage office supplies; order and distribute as necessary
- Maintain comprehensive digital and physical filing system as well as archive past documents and files.

Financial Administration

The Office Administrative Assistant will work to provide administrative support by:

- Creating and reviewing invoices, reimbursements, expense reports, and cheque requisitions
- Following up on outstanding payables and receivables, collecting supporting documentation
- Printing, scanning, filing of payables, ensuring signatures before execution
- Managing files for annual audit and cooperate record-keeping in line with legal requirements

Program Administration

The Office Administrative Assistant will work with program staff by providing administrative support to for successful implementation of all programming. This includes, but is not limited to:

- Provide administrative support to online and in-person events, including arranging venues, booking travel arrangements, confirming hospitality, managing registration, preparing packages, liaising with speakers, attendees, workshop hosts, or other external stakeholders.
- Scheduling meetings, taking detailed notes, and providing technical and logistical support to stakeholder meetings

Membership Support

- Research, plan and provide information on small to medium sized international development organizations in Alberta for purposes of updating our database

Other administrative duties as assigned by the Executive Director.

This position is funded via Canada Summer Jobs. To be eligible for this position, you must be between 15 and 30 years of age (inclusive) at the start of your employment.

The ideal candidate will have:

- Strong communication (written and verbal) and time management skills
- Experience working or volunteering in a community-based organization which promotes social justice and human rights, ideally within the international development sector

- Ideally possess a post-secondary degree or nearing completion of a first degree.
- Strong problem-solving skills with an ability to work independently, while seeking clarification where needed;
- Experience using MS Word, MS Excel, Google and Adobe applications, experience using virtual webinar (Zoom), team management tools, and stakeholder meeting technology in bilingual settings;
- Must be legally entitled to work in Canada.

Other preferred qualifications/requirements:

Knowledge of, and commitment to, the international development sector in Alberta.

ACGC is committed to the prevention of sexual exploitation and abuse. This position will require a police and vulnerable sector check immediately upon hire.

Compensation

Hourly Wage: \$20.45/hr

Hours per week: 35 hrs

Successful candidates must be available to work between Monday, July 1st and Friday, August 28th.

TO APPLY:

Interested applicants must submit a cover letter and resume to employment@acgc.ca by June 12, 2026. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

ACGC is committed to the prevention of sexual exploitation and abuse. This position will require a police and vulnerable sector check immediately upon hire.

If you are interested in this position but are unsure if you have all the qualifications or experience, please apply. We are actively seeking someone who is a keen learner and a team player, with a strong commitment to global justice and equity. If this sounds like you or someone you know, please apply or share this opportunity.