

**Title: Project Officer****Location:** Edmonton, Alberta**Salary:** \$52,530**Reports to:** Learning and Engagement Manager**Application deadline:** April 18, 2025**Anticipated Start date:** May 5, 2025**Anticipated End date:** March 31, 2026

**Scope:** Reporting to the Learning and Engagement Manager, and working with the guidance of the Finance Manager, the Project Officer is responsible for coordinating and executing administrative and programmatic duties to help ensure the overall execution of the organizational mission and mandate.

**Program Support**

The Project Officer will work with program staff to provide administrative support for the successful implementation of all programming. This includes, but is not limited to:

- Supporting program leads in the planning of online and in-person events and activities, including sourcing and arranging venues, travel, hospitality, and materials etc. Events supported are:
  - Annual General Meeting
  - Annual Conference
  - Confluence leadership retreat for sector leaders
  - Top 30 Under 30 award
  - Ongoing capacity building and knowledge sharing activities that respond to organizational needs
- Scheduling internal and external program meetings, taking detailed notes, and providing technical and logistical support to stakeholder meetings
- Assisting with vendor procurement in line with ACGC and donor policies, ensuring all backup documents are compiled and stored with financial records

**Program Financial Administration**

The Project Officer will work to provide administrative support to the Finance Manager by:

- Creating and reviewing invoices, reimbursements, expense reports, and cheque requisitions
- Enter approved payables into QuickBooks Online (QBO), for review and payment by the Finance Manager)
- Following up on outstanding payables and receivables, collecting supporting documentation
- Printing, scanning, filing of payables, ensuring signatures on final paper copy for filing for payables, Board and Mastercard requisitions
- Assisting the Finance Manager with files for annual audit and coordinate record-keeping in line with legal requirements
- Assisting the Executive Director, Board, and participants in creating expense claims as needed
- Conduct bank deposits and facilitated cheque signing

**Operations and Governance assistance**

The Project Officer will work to provide support to the Board and the Executive Director for the smooth operation of the office:

- Organizing Board meetings, sending invitations and managing meeting logistics
- Circulating Board meeting agendas, packages and minutes for signature and filing
- Answering phones and addressing email inquiries
- Facilitating incoming and outgoing mail and shipping
- Monitor, organize, order, and manage office supplies (in discussion with the ACGC team and Finance Manager)
- Maintain comprehensive digital and physical filing system
- Organize policies and procedures, creating updates when necessary
- Organize documentation for timely approval by the Executive Director, filing appropriately

**Membership Support**

- Provide administrative and coordination support to the Membership and Community Engagement Lead on member-related events and activities such as
  - Member partnership opportunities (in conjunction with all colleagues)

- Regular semi-structured networking events for the sector across Alberta
- International Development Week (IDW) activities
- Research information on small to medium-sized non-profits in Alberta

### **Key Working Relationships**

This position reports to the Learning and Engagement Manager. This position works directly with the Finance Manager on financial duties, and all ACGC staff to support administrative needs for all programming.

### **The ideal candidate will have:**

- Knowledge of, and commitment to, the international development sector in Alberta
- Details-oriented: Strong attention to detail
- Organization: Strong ability to sort and organize information
- Process oriented: Able to see through disorder and create efficient systems and processes
- Collaboration: Ability to work in a small organization, with a collaborative team environment in-person and remotely;
- Customer service: Professional
- Flexibility: Ability to quickly adapt, prioritize, and change course in a dynamic work environment
- Demonstrated ability to be flexible and pivot based on the needs of a small organization

### **The ideal candidate will demonstrate the following credentials:**

- Experience in a similar role or equivalent college credential in event planning, administration, or bookkeeping
- Must be legally entitled to work in Canada
- Must provide a clean criminal record check and vulnerable sector check

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 of 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.