



ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

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Alberta Hunter Education Instructors' Association Administrative Assistant/Receptionist

Job Description

Position: Administrative Assistant/Receptionist

Relationships: Work in the head office in Calgary, reporting to and receiving direction from the President of the Alberta Hunter Education Instructors' Association (A.H.E.I.A.) or his designate. In the absence of the instruction from the President of A.H.E.I.A. the Administrative Assistant will receive instruction from the Vice President of A.H.E.I.A. who also reports to the President of A.H.E.I.A. Close liaison is also expected with the Conservation Education Program Coordinator. Direction, mentorship and training will also come from the Assistant Manager of Administration.

External Relationships: To work with all instructors and staff under the course umbrella of conservation education. This includes but is not limited to the areas of Fishing education, Hunter Education, Trapper Education, Project Wild, etc.

Liaise with member of various levels of government and members of the general public, relative to the administration and delivery of the aforementioned programs, especially at the Calgary Conservation Education Centre for Excellence.

Expectations:

- Must be honest and trustworthy
- Must be adaptable and flexible
- Must be willing to work odd hours from time to time
- Must have own transportation
- Must be willing to take additional training if required
- Must help to ensure the Calgary Conservation Education Centre for Excellence is manned during business hours
- Must be willing to do a wide variety of tasks
- Must be bondable
- Must be willing to sign a confidentiality agreement and successfully complete the A.H.E.I.A. volunteer screening process including a vulnerable sector check
- Must be aware of "Conservation Education" Program content & philosophy

Qualifications:

- Secretarial skills including but not limited to: drafting of correspondence, annual filing of regularly scheduled items, records retention and administration, inventory control, etc. are a definite asset
- Basic accounting skills are an asset
- Computer literacy in Word Perfect, Harvard Graphics, Lotus Suite Products, including Lotus Notes database and e-mail
- Strong organizational skills and ability to work in a team environment
- Good telephone skills are a definite asset
- Must be available at all reasonable times and be prepared for extra work and time expended in the event of an emergency or special need
- Ability to remain motivated and work in a team environment
- Must be able and willing to perform basic building caretaking tasks
- Must be willing and able to lift and manipulate materials such as boxes, projectors, audio visual equipment and other heavy items
- Must be willing to work with our Conservation education Volunteers who donate much of their time on evenings and weekends

Specific Responsibilities:

- Work with the A.H.E.I.A. staff described above to ensure protection, growth, development and wise utilization of the Calgary Conservation Education Centre for Excellence.
- Maintenance of an inventory records keeping program for all A.H.E.I.A. items, including but not limited to training materials and equipment, as well as capital assets at all properties under the direction and control of A.H.E.I.A.
- To receive requests for material as mentioned above and to ensure materials are shipped to instructors and returned to inventory upon completion of use.
- To manage data bank of Canadian Firearms Safety Course and Canadian Restricted Firearms Safety Course students and instructors.
- To manage data bank of Alberta Hunter Education and Conservation Education program students and instructors
- To receive phone calls on behalf of A.H.E.I.A. and the Conservation Education W.I.S.E. Foundation and to see the necessary courses of action are taken to deal with requests in a timely manner.
- To assist in the organization of special events such as seminars, banquets, awards programs, community involvement programs, festivals, annual general meetings and scheduled events. This includes events scheduled at the Calgary Firearms Centre as well from time to time.
- To coordinate and host tours of the Calgary Conservation Education Centre for Excellence from time to time.
- While contracted personnel are assigned these duties, there may be a need to assist with basic cleaning tasks from time to time, including but not limited to ensuring regular upkeep of the Calgary Conservation

Education Centre for Excellence, including but not limited to the following:

- window cleaning inside and out;
 - cleaning washrooms and replenishing supplies as needed;
 - cleaning and organizing staff room, kitchen and entryways as needed;
 - work with the Administration team to ensure repairs and maintenance are seen to in a timely manner;
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- Manage membership drives for A.H.E.I.A.
 - Manage membership database including correspondence, membership renewal, membership listings.
 - Assist the Magazine Editor in the production of the quarterly magazine including:
 - Drafting articles, collection of material, assembly into prescribed format, printing delegations and overseeing distribution.
 - To process invoices and regular billings for payment for A.H.E.I.A. on a regular basis and for the W.I.S.E. Foundation when requested to do so.
 - To assist with correspondence for the President of A.H.E.I.A., the Vice-President of A.H.E.I.A., and the Chairman of the W.I.S.E. Foundation. It should be noted that all correspondence on behalf of A.H.E.I.A. is sent in the name of the President and correspondence sent on behalf of the W.I.S.E. Foundation is set in the name of the Chairman.
 - To assist the President of A.H.E.I.A. with the drafting and completion of grant proposals and other requests for funding.
 - To receive charitable donations for A.H.E.I.A. and the W.I.S.E. Foundation, prepare receipts for signature by the President and Chairman respectively and to respect the requests of anonymity from donors. A confidential matters undertaking may be required in this regard.
 - To maintain a good and cooperative rapport within the community. Ensure the President and Vice-President are apprised of any problems or activities affecting the immediate neighbors of the Calgary Conservation Education Centre for Excellence.
 - Manage a petty cash system and report in a timely basis on the expenditures.
 - Manage sales of all concession items including producing reports of stock flow and ordering of additional stock to ensure adequate supplies.
 - Other Miscellaneous duties as assigned.

Compensation:

- Commensurate with experience and to be discussed during the formal interview process. Successful candidates will participate in the comprehensive A.H.E.I.A. offered benefits program. This is a full time position.

Applications:

Apply in confidence by March 23rd, 2018 to:

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