



**ALBERTA
HUNTER EDUCATION
INSTRUCTORS' ASSOCIATION**

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**Job Description
Administrative Assistant/Receptionist
A.H.E.I.A. Edmonton Office**

Position: Administrative Assistant/Receptionist

Relationships: To work in the Association's Edmonton office and to report to and receive direction from the President of the Alberta Hunter Education Instructors' Association (A.H.E.I.A.) and the Manager of Administration or in their absence, the Vice President of A.H.E.I.A. Close liaison is also expected with the Conservation Education Program Coordinator.

External relationships: To work with all instructors under the course umbrella of Conservation Education. This includes but is not limited to the areas of Fishing Education, Hunter Education, Canadian Firearms Courses, etc.

To liaison with members of various levels of government and members of the general public, relative to the administration and delivery of the aforementioned programs, especially of the Edmonton 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.
- 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 Microsoft Word, Excel, Publisher, Access, XP Home, Corel Word Perfect, Acrobat Reader and Outlook Express e-mail.
- Strong organizational skill and ability to work in a team environment.
- Good telephone skills are an 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 care-taking 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 Conservation Education Assistant Program Co-ordinator and Edmonton facility manager to ensure protection, growth, development and wise utilization of the Edmonton 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 fill orders from instructors and ensure they are shipped and accounted for.
- To receive phone calls on behalf of A.H.E.I.A. and the Conservation Education W.I.S.E. Foundation and to see that 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, registered and non-registered shoots at the Assn. Firearms centres, etc.
- To coordinate and host tours of the Edmonton Conservation Education Centre for Excellence from time to time.

- To ensure regular upkeep of the Edmonton Conservation Education Centre for Excellence, including but not limited to the following:
 - snow removal from sidewalks in front of building;
 - replenishing supplies as needed;
 - cleaning and organizing staff room, washrooms and the general facility as needed;
- Working with the facilities manager to ensure repairs and maintenance are seen to in a timely manner;
- Manage membership listings and membership drives for A.H.E.I.A., including the administration of an Instructor/Member incentive awards program.
- Assist in the management of newsletter publications, including drafting articles, solicitation of advertisements, collection of editorial material, assembly into prescribed format, printing delegations and assisting in 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 from staff of the Edmonton Centre.
- To receive charitable donations for A.H.E.I.A. and the Conservation Education 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 in the community. Ensure the President is apprised of any problems or activities affecting the immediate neighbours of the Edmonton 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.

Compensation and Terms of Employment:

Salary is commensurate with experience and Attachment “A” is available upon granting of an interview after review of a formally submitted curriculum vitae.

Contact info:

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