

Job Description

Position Title: Engagement Assistant

Position Type: Part-time, short-term contract

Supervisor: Manager, Engagement & Policy

Direct Reports: None

Location: Calgary, Alberta

The Engagement Assistant works to support AAISA's Strategic Engagement team, by providing backbone meeting support for a variety of projects and initiatives. The Assistant undertakes work related to setting up meetings, communicating with participants, note and minute taking, as well as meeting follow up. Additionally, this position carries out several other administrative and organizational functions.

Roles and Responsibilities

Meeting Support

- Supporting the Strategic Engagement team in all aspects of meeting planning, hosting, and follow-up
- Sending out meeting invitations and tracking RSVPs
- Providing meeting materials to participants
- Planning logistical aspects of meetings, including location, food, technology, etc.
- Providing administrative and logistical support for conferences and events
- Taking meeting minutes
- Sending follow up materials after meetings
- Other responsibilities and tasks as needed

Knowledge Management

- Creating and maintaining contact lists, including populating a contact database
- Ensuring AAISA's shared drives are organized and maintained on an ongoing basis
- Supporting the Engagement team with the organization of files and record keeping
- Scanning, uploading, and organizing of documents and records
- Maintaining a database of licenses and subscriptions, including tracking and conducting renewals or cancellations

Other Duties

- Coordinating travel arrangements and bookings for staff and meeting participants
- Supporting management staff with administrative tasks, meeting coordination, and organizational activities
- Opportunities to contribute to Engagement projects, through such tasks as background research and writing materials
- Other duties and projects that may arise, as assigned by management staff

Qualifications

- Strong written and verbal communications skills
- Highly organized with experience in meeting and event planning

- Experience with minute taking is an asset
- Administrative experience
- Familiarity with the Microsoft Office suite
- A Highschool diploma or equivalent at minimum
- Personable with a good sense of humor