

Where Ability Meets Opportunity

At EmployAbilities, it is our mission to provide specialized services to individuals with disabilities or barriers to employment by creating opportunities for skill development, education, and employment.

We envision an inclusive society where all people are valued, respected, and have the opportunity to work to their full potential.

Since 1974, we have served people with disabilities, barriers to employment, and employers, and acted as a voice of community advocacy. Experience and passion have fueled our leadership in developing programs, services, and resources that increase the economic participation and empowerment of people with disabilities and individuals with barriers to employment. Our services are not about entitlement or compromise, but inclusion and opportunity.

Volunteer Board Position- Secretary

EmployAbilities is looking to recruit a new **volunteer** board member to serve on the board of directors to provide governance to our charitable non-profit organization moving forward. We need a board secretary responsible for ensuring that the board's procedures are both legally compliant and effectively documented.

Key Responsibilities:

- Prepare and distribute meeting agendas (in collaboration with the Chair).
- Notify board members of meetings per bylaws and legal requirements.
- Ensure quorum is met
- Ensure minutes are approved and archived appropriately.
- Maintain corporate records, including bylaws, board resolutions, and policies.
- Ensure board actions comply with bylaws and regulatory obligations.
- File required documents with government/regulatory bodies (e.g., annual reports).
- Advise the board on governance best practices and legal obligations.

Qualifications:

- Strong attention to detail and organizational skills.
- Knowledge of corporate governance and compliance.
- Excellent writing and communication abilities.

- Familiarity with legal obligations (e.g., non-profit, public, or corporate law).
- Discretion and confidentiality.

Prior board or committee experience is considered an asset.

The board meets nine times per year for approx. 120 minutes per meeting. Meetings are held on the last Wednesday of every other month at 5pm at the head office in Edmonton at 402, 10909 Jasper Avenue (supper is provided). The new board members would need to be from Edmonton, have an interest in supporting individuals with disabilities and barriers in finding employment across Edmonton and North Central Alberta.

EmployAbilities have been providing employment supports for over 50 years in Alberta to persons with disabilities and barriers to employment. EmployAbilities employs 60 staff with an annual budget of approximately six million dollars. EmployAbilities is a provincial organization currently providing services and programs in ten communities in Alberta. Programs and services are focused on education, job skills and job development.

How to Apply

Please submit your complete resume and cover letter to: Jason Loewer, (executive director) jasonl@employabilities.ab.ca
In the subject line, please indicate Volunteer Board Position.

The deadline for submission is October 10, 2025.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.