

Administrative Assistant/Media Coordinator

Job Information

Location: Virtual – working from home

Part Time/Full Time: Full Time

Term/Permanent: Term Contract

Term End date: December 31, 2027, with the possibility of extension

Hours of Work: 35 Hrs. per week

Salary Range: \$45,000 - \$50,000

Deadline for Submission: Applications will be accepted until March 25, 2026 at 4:30 PM MDT.

EmployAbilities is seeking an Administrative Assistant/Media Coordinator to play a key role in supporting employer engagement and program visibility through digital services. This position provides operational and communications support through the coordination of employer events, development of professional presentations and digital materials, and the management of online platforms (including the maintenance and updating of the LFL website and social media platforms). This role supports detailed and accurate reporting requirements and provides administrative and operational assistance to the Program Supervisor as needed.

Key Responsibilities

Agency Values Champion

- Demonstrate and uphold the Agency's core values of compassion, collaboration, innovation, integrity, and inclusiveness in all interactions and tasks.

Reporting & Administrative Support

- Support detailed reporting with a strong commitment to data integrity and accuracy.
- Assist the program Supervisor with administrative and operational tasks as needed.

Social Media, Communications, & Employer Outreach

- Maintain and manage the Labour Force Link website, social media platforms, and digital communications.
- Create employer-focused materials such as presentations, posters, promotional content, and the quarterly digital employer newsletter.
- Ensure consistent, timely, and high-quality communication with employers, team members, and stakeholders.

Event Coordination & Promotion

- Plan, coordinate, and promote job fairs, DEAM events, and other employer-focused community events.
- Attend events in service communities as required, professionally represent the organization, and support event preparation, on-site coordination, and follow-up.

Labour Market Insights & Employer Resources

- Work closely with the Employer Strategist to compile community-specific labour market insights, relevant employer resources, and employer success stories.

Qualifications:

- Post-secondary education in Communications, Marketing, Digital Media, Public Relations, Business Administration, Office Administration, or a related field is preferred.
- Candidates with a combination of relevant education and experience will also be considered.
- Valid Class five driver's license with a reliable transportation.
- Must live within the region encompassing the community being served.
- Clear criminal record check required.

Technical Skills:

- Proficiency with Microsoft Office (Word, PowerPoint, Excel, Outlook), virtual meeting platforms (Google meets, TEAMS, Zoom, etc.) and data entry systems.
- Proficiency with social media platforms and digital communication tools for professional outreach and engagement.

Experience:

- Minimum 2 years in an administrative, communications, or program support role.
- Experience compiling, organizing, and documenting information for internal and external reporting.
- Demonstrated skill in creating professional presentations, newsletters, and other promotional materials using Canva and Power Point.
- Proficiency in managing and supporting digital communications such as websites and social media.
- Background in coordinating and supporting events is considered an asset.

Soft Skills:

- Highly organized with exceptional attention to detail.
- Strong time management skills with the ability to meet deadlines.
- Professional and effective written and verbal communication skills.
- Ability to manage multiple priorities with accuracy and consistency.
- Self-motivated and able to work independently in a virtual environment.

Additional Requirements:

- Reliable high-speed internet and a dedicated home workspace.
- Willingness and ability to travel to service communities when required (Service communities include, but are not limited to Cold Lake, Bonnyville, Lac La Biche, St. Paul, and Vegreville).

How to Apply

Please submit your completed resume and cover letter to: Samantha VanDuzee/LFL Program Supervisor at svanduzee@employabilities.ab.ca . In the subject line, indicate Administrative Assistant/Media Coordinator

We thank all applicants for their interest. All applications will be reviewed. Only individuals selected for interviews will be contacted.

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.