



**Regional Collaborative Calgary & Area (RCCA)
Position Description and Posting
Administrative Assistant**

Background Information

The RCCA is cross-sector coalition of School Authorities, Child and Family Services and Alberta Health Services focused on providing a continuum of supports and services to children, youth and families within Calgary and area.

It is recognized that factors intrinsic to the individual (e.g., disability, adaptive functioning), environmental (e.g., disruption in major life domains, trauma) or a combination of these may impact individual functioning to such an extent that a child/youth may need a continuum of supports and services to be successful at school, at home or in the community. The RCCA utilizes a collaborative, team-based approach to integrate and/or coordinate supports and services irrespective of setting or location. The RCCA works within and across systems to develop and provide the right services, at the right time and place and with the right intensity to improve child/youth success in learning and their overall well-being.

Position Overview

Reporting to the Regional Manager, the Administrative Assistant is part of a small team that provides secretariat support to the RCCA. The Administrative Assistant provides senior administrative support to the Regional Manager and is involved in providing support to the Leadership and Governance Teams as well as a variety of RCCA committees. The position requires a high degree of collaboration with a multitude of partners and stakeholders as well as the ability to work independently within broad parameters. The Administrative Assistant acts as an internal contact and resource on a wide range of issues for the RCCA and is a key point of contact for external stakeholders, including families.

The Administrative Assistant coordinates and participates in a variety of projects and ensures that resources, responsibilities and timelines, as required by both the Regional Manager and RCCA initiatives, are clearly articulated and brought forward in a timely fashion in order to facilitate strategic planning and decision making.

The position has responsibility as webmaster for the RCCA website and intranet including structural planning and implementation with the web designer, and ongoing updating and maintenance.

The incumbent must maintain a positive and professional image and remain diplomatic and tactful at all times when dealing with stakeholders and a variety of issues in a confidential manner.

Responsibilities

- Provide direct support to the Regional Manager, RCCA Leadership Team and assigned sub-committees by scheduling meetings, and booking rooms and preparing agendas, minutes, presentations, working documents, surveys, organizational templates, historical overviews, update documents, promotional materials, contributions to the website reports and other documents as needed
- Develop, update, revise, and maintain RCCA work plans in order to apprise the Regional Manager of upcoming deadlines and items for action, to complete all action items in a timely manner within mandated timelines, and to reflect long range goals, routine tasks, annual responsibilities, and emergent needs
- Prepare, organize, edit and proof information and conceptually complex materials on a broad range of topics. Prepare reports, contracts, education/presentation materials, and general correspondence using senior skills on a variety of software packages.
- Assist with preparing the provincially mandated, annual service plan and report within specified timelines
- Under the guidance of the Regional Manager and/or RCCA sub-committees coordinate events from initial concepts through to the events themselves including venue selection, advertising, catering, and preparing post-event summaries.
- Develop, organize, and/or maintain hardcopy and electronic filing/record keeping systems ensuring easy retrieval and maintenance of historical documents by RCCA partners
- Develop, maintain, revise, and update organizational tools including but not limited to, the organizational chart, travel forms, flow charts, promotional materials, and various data bases
- Work with the Communications Sub-Committee to establish parameters for, develop and maintain the RCCA website and intranet
- Prepare electronic updates profiling relevant events or new information for the Leadership and Governance Teams on a monthly or as needed basis using the inter and intra net website capacity when possible
- Participate in, and provide support for, regular RCCA administrative team meetings
- Manage incoming and outgoing flow of information on a variety of administrative matters
- Prepare cheque requisitions and reconcile the monthly fee balance report under the direction of the Regional Manager and in consultation with the financial consultant
- Maintain and update the RCCA contact lists
- In consultation with the Regional Manager respond to general inquiries from the public, partners, service providers and stakeholders
- The position may have supervisory responsibilities in the future.

Qualifications

Undergraduate degree with 5 to 7 years of progressively responsible experience in a senior administrative support role in comparable work environments. Experience in positions with similar scope, independence and responsibility would be an asset. A collaborative interpersonal style and excellent written and oral communication skills are essential.

Very strong organization/time management and problem solving skills and the ability to prioritize work, handle competing priorities, and remain productive under pressure within tight

deadlines. Demonstrated reliability, strong work ethic and ability to take initiative, anticipate and mobilize resources.

Advanced proficiency in Microsoft Office (Word, Power Point, Excel, Front Page, Publisher), Adobe (Standard and Illustrator), Outlook calendar. Advanced presentation and report formatting skills. Evidence of a developed skill set related to website and intranet systems management.

A combination of education and experience that is equivalent may also be considered.

Commencement date: Immediate

Employer: The employment contract for this position is hosted by the one of the RCCA partners: Calgary Academy. The position is located at St Leo Centre, Calgary Catholic School District Board.

Salary range: Commensurate with experience

Application deadline: 4:00 p.m. Tuesday February 25th, 2014.

Please submit cover letter and resume electronically in one PDF file to: janice.popp@cssd.ab.ca
Only candidates selected for an interview will be contacted and require references.

For questions contact: janice.popp@cssd.ab.ca (403-500-2652)