



<b>Job title</b>	<b>Meeting Coordinator</b>
<b>Reports to</b>	<b>Executive Assistant</b>

**Inclusion Alberta**, as a family advocacy organization, is committed to providing individuals with developmental disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

**Duties and Responsibilities:**

- Securing and coordinating meeting and event spaces.
- Tracking and confirming attendance for events.
- Coordinating catering including any dietary restrictions and allergies.
- Assisting attendees with travel and accommodation needs.
- Coordination of IT equipment for events.
- Front desk coverage when required (Sick/Vacation days).
- Other administrative project support including but not limited to:
  - Family Leadership Series
  - Family Conference
  - Emerging Leader Series
  - Staff Meetings
  - Board Meetings
  - Executive Committee Meetings
- Other duties as assigned.

**Qualifications:**

- Excellent organization, communication, and interpersonal skills.
- Exceptional time-management and planning skills.
- Strong ability in using Microsoft Office.
- Experience organizing meetings and events.
- Ability to handle data confidentially.
- Can work effectively both independently and collaboratively.
- Strong critical thinking skills.
- Exhibit the highest level of professionalism.

**Working Conditions:**

This position will be located in Edmonton, Alberta, and the candidate will work at the Inclusion Alberta office. Part-time work hours will be between Monday to Friday 8:30 am to 4:30 pm with some evening and weekend hours required. Candidates will require the capacity to travel within Alberta as required.

The position is a **part-time (20) hours per week** contract term position with a salary commensurate with experience. The term ends on June 30, 2024, with a possibility of extension. Only candidates selected for interviews will be contacted. Competition closes when a suitable candidate is found.

Please forward your resume and cover letter as one file in PDF format with the subject line "Meeting Coordinator" to Lucas Ward, Human Resources Coordinator at [lward@inclusionalbarta.org](mailto:lward@inclusionalbarta.org)

*Inclusion Alberta is committed to being a welcoming, inclusive, diverse, respectful, and equitable workplace. We welcome applications from all qualified persons, and encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of all sexual orientations, gender identities and gender expressions to apply.*