



Job Title	Staff Engagement and Meeting Coordinator
Reports to	Executive Assistant

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:

- Research into staff engagement and retention practices, especially as related to the shift in business culture since the beginning of COVID-19.
- In collaboration with leadership and others work on developing a strategy around team building and organizational culture.
- Development of resources around staff retention and engagement.
- Schedule and coordinate staff training for mental health first aid, trauma informed care, etc.
- Assist in developing and supporting the staff engagement, culture, and morale committee and their events.
- Support the recruitment/hiring process by sourcing candidates, assisting with screening calls and scheduling interviews.
- Actively collaborate with and positively support Inclusion Alberta team members
- Support the work of the HR Coordinator.
- Securing and coordinating meeting space and catering.
- Tracking and confirming attendance.
- Assisting attendees with travel and accommodation needs.
- Assistance with events as assigned (Family Conference, Family Leadership, Emerging Leaders Series, and Staff Meetings)
- Other administrative projects and duties as assigned.

Qualifications:

- Proven experience with relevant human resources position.
- Knowledge of human resources processes and best practices.
- 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.
- 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. Work hours will be between Monday to Friday, 8:30 am to 4:30 pm, with some evening and weekend hours will be required. Candidates will require the capacity to travel within Alberta as required.

The position is a **full-time 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 "Staff Engagement and Meeting Coordinator" to Lucas Ward, Human Resources Coordinator at lward@inclusionAlberta.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.