

EMPLOYMENT OPPORTUNITY

WOODLANDS COUNTY



Administrative Assistant, Community Services - Competition No: 2026-02

Reporting to the Community Services Manager, this position will provide essential support for Community Services initiatives including performing administrative tasks such as managing correspondence, scheduling meetings, maintaining records, and serving as a liaison with committees, boards, and the public on Community Services matters.

Community Services offers vital support and resources to enhance the well-being and quality of life for individuals and families. Community Services provides access to health and wellness programs, recreational and cultural activities, special events as well as senior, youth and family supports. Community Services empowers people to thrive in a healthy, engaged, and resilient community.

Functional Responsibilities

- Aid the Community Services department with board meetings by handling agendas, packages, minutes, technology, attendance, and minute-taking, and assist in drafting “Request for Decision” documents and Council materials.
- Assist with board expense claims, conference bookings, and event arrangements for Community Services and Committee members.
- Organize advertisements in compliance with advertising policies.
- Perform research, analyze trends, identify business opportunities, and support the implementation of the County’s Strategic and Tactical Business Plan goals. Assist in routine reporting, including verifying financial statements, managing emails, and supporting departmental budget preparation and purchase order generation.
- Manage Community Service information on the County website and maintain promotional materials inventory.
- Provide on-site support for community events, including setup, takedown, and logistical coordination to ensure smooth execution of activities.
- Ensure strict confidentiality and discretion when handling sensitive information.

Functional Requirements

- Exceptional data entry and communication skills, both written and verbal.
- Strong organizational skills and ability to determine efficiencies in regular tasks.
- Ability to work independently with minimal guidance and in a team setting.
- Highly motivated with a collaborative team spirit.

Qualifications & Education Requirements

- Office Administration Certificate or Business Diploma or equivalent experience.
- Strong proficiency in Microsoft Word, Excel and PowerPoint.
- 3 or more years practical experience in Municipal Government and knowledge of local government procedures considered an asset.
- Valid Class 5 driver’s license.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,894

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

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