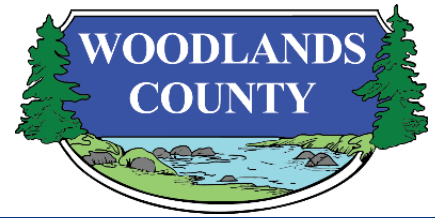


EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Casual Administrative Assistant - Competition No: 2026-01

Woodlands County is seeking a detail-oriented, diplomatic, and highly organized **Casual Administrative Assistant** to support various administrative functions. This role will initially be casual full-time and may lead to a full-time position depending on operational requirements and performance. This role is critical in providing high-level administrative and clerical support. The successful candidate will demonstrate discretion, initiative and a solid understanding of general office administration, professional communication, document management and confidentiality practices.

Duties & Responsibilities

- Provide confidential administrative support to the Managers and/or Directors.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures.
- When working in the Legislative Services department:
 - Coordinate the CAO, Reeve and Councillor appointments, meetings, conference attendance, including calendar management, invitations, travel/itinerary booking, and related purchases, including credit card reconciliation and expense reports.
 - Prepare, format, and distribute agendas, minutes, reports for Council and Council Committee meetings in compliance with municipal protocols and applicable legislation.
 - Monitor Council and Council Committee resolutions for follow-up and implementation.
 - Accurately manage Council Committees' registry, members-at-large appointments, including advertising positions, act as a liaison with boards, as necessary.
 - Assist in Bylaw, Policy and Procedure development.
 - Attendance at Council and Council Committee meetings in Fort Assiniboine and Whitecourt may be required, as well as some evenings and weekends.
- Liaise with elected officials, municipal staff, legal counsel, and members of the public with a high degree of tact and professionalism.
- Assist in preparing and proofread briefing notes, memos, and official correspondence.
- Assist with special projects including policy research, training, and public engagement initiatives related to governance and transparency.
- Experience with data entry, filing and record management.
- Proven experience in an administrative or office support role.
- Perform other related duties as may be requested by Managers and/or Directors related to job duties and special projects.
- This position has extensive contact with public and other employees.

Qualifications

- Knowledge of municipal legislation, including the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the Local Authorities Elections Act would be an asset.
- Experience working in a Municipality or similar public sector body would be an asset.
- Strong administrative and project coordination skills with attention to detail and deadlines.
- Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint); knowledge of agenda management software (e.g., eSCRIBE, iCompass) is an asset.
- Excellent written and verbal communication skills with a focus on clarity, accuracy, and professionalism.
- Ability to handle confidential and politically sensitive information with discretion.
- NACLA certificate would be an asset.
- Possess a valid Class 5 Driver's license.

POSITION TYPE

Casual
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

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

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3