



Program Assistant (Part-Time) - Edmonton

Are you interested in joining a dynamic team passionate about helping growing businesses that are shaping Alberta? Alberta Women Entrepreneurs (AWE), an organization dedicated to enabling women to build successful businesses, is searching for a part-time Program Assistant to join our team. AWE provides programs and services to women in business through mentoring, advising, financing, and skills and network development.

Responsibilities

- Update, communicate and implement program activity plans in collaboration with program facilitators
- Prepare program materials
- Create and update shared calendar information related to program delivery
- Ensure logistics support program outcomes
- Track and report on registration for AWE programs and events
- Assist in creating program-related contracts and agreements
- Support AWE special event implementation
- Ensure marketing and programs team has up to date program information, resources and tools
- Monitor, review and report on key performance indicators

Education, Experience and Qualifications

- Post-secondary education in program administration or equivalent experience
- Aptitude to learn new skills
- Comfortable self-managing a diverse workload, while understanding the need for team collaboration and cooperation
- Ability to work in a fast-paced environment
- Strong analytical skills and attention to detail
- Computer skills in Microsoft Office and web-based applications
- Discretion in dealing with confidential information

How to Apply

Send your cover letter and resume to human.resources@awebusiness.com with subject line Program Assistant. Resumes will be reviewed as they are submitted. Only suitable candidates will be contacted.