



ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

911 Sylvester Cr. S.W.
Calgary, Alberta T2W 0R8
Tel: (403) 252-8474 • Fax: (403) 252-3770
E-mail: info@aheia.com
Toll Free: 1-866-85-AHEIA
WWW.AHEIA.COM



Administrative Assistant/Receptionist

Job Description

Relationships:

Work in the head office in Calgary, reporting to and receiving direction from the President of the Alberta Hunter Education Instructors' Association (AHEIA) or his designate. In the absence of the instruction from the President of AHEIA, the Administrative Assistant will receive instruction from the Executive Director of AHEIA., who also reports to the President of AHEIA. Close liaison is also expected with the Assistant Conservation Education Program Coordinators.

External

Relationships:

To work with all instructors, staff and volunteers under the course umbrella of conservation education. This includes but is not limited to the areas of Fishing Education, Hunter Education, Trapper Education, Project Wild, etc.

Liaise with member of various levels of government and members of the general public, relative to the administration and delivery of the aforementioned programs, especially at the Calgary Conservation Education Centre for Excellence.

Expectations:

- Must be honest and trustworthy.
- Must be adaptable and flexible.
- Must be willing to work odd hours from time to time.
- Must have own transportation.
- Must be willing to take additional training.
- Must help to ensure the Calgary Conservation Education Centre for Excellence is manned during business hours.
- Must be willing to do a wide variety of tasks.
- Must be bondable.
- Must be willing to sign a confidentiality agreement and successfully complete the AHEIA volunteer screening process including a vulnerable sector check.
- Must be aware of AHEIA's "Conservation Education" Program content & philosophy.

Qualifications:

- Secretarial skills including but not limited to: drafting of correspondence, mail merges, inventory controls, administrative duties as assigned, etc.
- Basic accounting skills; experience on cash register an asset.
- Computer literacy in Word, Excel, Publisher, Outlook.
- Strong organizational skills and ability to work in a team environment.
- Good telephone skills are required.
- Must be available at all reasonable times and be prepared for extra work and time expended in the event of an emergency or special need.
- Ability to remain motivated and work in a team environment.
- Must be able and willing to perform basic building caretaking tasks.
- Must be willing and able to lift and manipulate materials such as boxes, audio visual equipment and other heavy items.

Specific Responsibilities:

- To receive phone calls on behalf of AHEIA and the Conservation Education WISE Foundation and to see the necessary courses of action are taken to deal with requests in a timely manner.
- Check phone system messages and respond or forward to appropriate staff member.
- Reply to emails that are forwarded to/from info@acheia in a timely and professional manner.
- Daily shipment of manuals for online training program registrants.
- Update tracking of Canada Post shipments.
- Coordinate courier and Canada Post pick-up and deliveries.
- Generate Canada Post manifests.
- Prepare and mail materials and correspondence for online Hunter Education and Pleasure Craft Operator Training courses.
- Process and mail course completion certificates.
- To receive requests for material from instructors and to ensure materials are prepared and shipped, if necessary; ensure inventory is returned upon completion of use.
- Prepare instructor kits for pick up.
- Maintain and order materials for the Canadian Firearms Safety Program, Hunter Education, Fishing Education and Pleasure Craft Operator Training courses.
- Maintain and order adequate supply of office materials.
- Update all data spreadsheets for courses, workshops, events, and instructor orders.
- Provide month-end report to the President of AHEIA.
- Provide monthly Canadian Firearms Program report to the President of AHEIA.
- Provide Calgary staff absentee report to the President of AHEIA.
- Forward print material requests to appropriate staff member.
- Organize and refresh display stands and brochures.
- Weekly reconciliation of cash and credit card sales.
- Order postage for FPT Teleset.
- Process raffle ticket orders.
- General filing.
- Update events on wall calendar.
- Assist with online shopping sales order fulfillment and shipping.
- Attend and participate in Administration Staff meetings.
- Maintain controls and organize materials, items and product stored in Calgary Centre and assist with locating items in storage.
- Designing posters for special events and product displays.

- Assist with marketing including website & social media postings.
- To assist in the organization of special events such as seminars, banquets, awards programs, community involvement programs, festivals, annual general meetings, and scheduled events. This includes events scheduled at the Calgary Firearms Centre as well from time to time.
- To assist with receiving and documenting charitable donations for AHEIA and the WISE Foundation, with regards to banquets and special events; receive and process financial donations from program participants and individual donors.
- To coordinate and host tours of the Calgary Conservation Education Centre for Excellence from time to time.
- Assist administratively with the annual AHEIA Membership drive and process memberships by phone, email, and Canada Post.
- While contracted personnel are assigned these duties, there may be a need to assist with basic cleaning tasks from time to time, including the regular upkeep of the Calgary Conservation Education Centre for Excellence. This includes but is not limited to cleaning washrooms and replenishing supplies as needed; emptying garbage; cleaning and organizing staff room, kitchen, print room and entryways as needed; work with the Administration team to ensure repairs and maintenance are seen to in a timely manner.
- To maintain a good and cooperative rapport within the community. Ensure the President and Executive Director are apprised of any problems or activities affecting the immediate neighbors of the Calgary Conservation Education Centre for Excellence.
- Work with the A.H.E.I.A. staff described above to ensure protection, growth, development and wise utilization of the Calgary Conservation Education Centre for Excellence.
- Other miscellaneous duties as assigned.

Compensation:

Commensurate with experience and to be discussed during the formal interview process. Successful candidates will participate in the comprehensive AHEIA offered benefits program. This is a full-time position.

Applications:

Apply by email and in confidence to:

David Dolph
 Executive Director
 E-mail: daviddolph@acheia.com