

Project/Office Administrator

Alberta Lamb Producers (ALP), Airdrie, AB

Job Type: Part-time Permanent, 10 hours/week (potential for up to 15 hours per week)

Wage Range: \$19-\$21 per hour

Job Location: Airdrie, AB

Posting Closes: September 20, 2024

Please note: Only candidates selected for interview will be contacted.

Since 1972, Alberta sheep producers have strongly supported their provincial organization, started as the Alberta Sheep & Wool Commission and renamed Alberta Lamb Producers (ALP) in 2009.

ALP proudly works for every producer in our province to enhance advocacy, education, communication, research, and community-building for a stronger sheep industry.

Reporting to the Executive Director, this role combines producer engagement and program administration into an integral and rewarding position with ALP as we support the Alberta Sheep industry.

Knowledge and Skills:

- Highly productive and efficient with excellent time management skills
- Ability to manage multiple tasks simultaneously and work independently with minimum supervision
- Self-managed and initiative-taking
- Flexible and resourceful
- A professional who works with discretion and knows how to build trust
- Adaptable with an ability to effectively work with ALP staff, board of directors and our producers
- Well-spoken and have strong writing skills
- Proficient in Microsoft Office
- Website Maintenance
- Social Media Maintenance
- Data Management Systems

Education and Qualifications:

- Grade 12 or equivalent and an administrative / business office certificate or Certificate of Administration.
- A positive ambassador for the Alberta Lamb Producers and engage with existing and potential members
- A keen interest and knowledge of the Agriculture Industry

- Interested in working in the nonprofit sector and learning how commodity groups operate under the Marketing of Agricultural Products Act.

Equivalent combinations of education and experience that result in the required level of knowledge skill and competence will be considered.

If you are interested in applying for the position, please email your cover letter and resume to: info@ablamb.ca with the subject line of “ALP Program/Office Administrator”

Key Responsibilities:

- Data Entry and Administrative Tasks
- Alberta Lamb Producers events, promotions, displays and inventory.
- Events Calendar updates and maintenance
- Classified Ad updates and maintenance
- Social Media
- Sheep Bytes Program maintenance as directed.
- Newsletter, participate in creation, printing & dispatch
- Website and Database Maintenance & improvement
- Other related activities as necessary