

Virtual Assistant Job Posting

Job Type: Casual

Location: Virtual

About ANEA: Alberta Nursing Education Administrators' (ANEA) vision is to be recognized as the premier voice of nursing education in Alberta and its purpose is to shape the direction of nursing education to enhance the health and wellness of Albertans. ANEA membership includes leadership from Alberta nursing education programs.

About the Role: Reporting directly to the ANEA Executive, the Virtual Administrative Support (VAS) will:

1. Work closely with the Executive Team to distribute ANEA materials prior to each of the 3 regularly scheduled meetings each year;
2. Take minutes at regularly scheduled ANEA meetings each year, either virtually or in person; these meetings include three meetings, 3 to 8 hours in length;
3. Work closely with the Treasurer to prepare annual membership invoices;
4. Work closely with the Treasurer and host universities to order food and supplies for each meeting; negotiate hotel accommodation (e.g. blocks of rooms at discounted rates);
5. Work closely with the Co-Chairs and Awards Committee members to support the awards nomination and selection process;
6. Other duties as assigned by the Co-Chairs;
7. Invoice the ANEA Executive on a quarterly basis for work undertaken and will seek written approval should work exceed 5 hours/month.
8. ANEA Website updates and creation and maintenance of the cloud-based file storage system.

The above detailed responsibilities will, on average, require approximately 5 hours per month of work. Some months (e.g. June – July) may require no work, while other months may exceed the 5-hour requirement. Additional hours of service will require approval by the supervisor and will be remunerated if approved.

Qualifications: The successful candidate will possess the skills, training, and experience to conduct the above listed activities.

- One-Year Post Secondary Certificate/Program Completion
- 12 to 18 months of experience in a relevant role
- Post-secondary administrative experience is an asset
- Ability to work independently and take initiative to respond to new situations
- The ability to complete tasks with little supervision and the confidence to be proactive
- Understanding of website maintenance and cloud-based storage

Salary: \$21.00 per hour

Hours: 5 hours per month

Closing Date: September 2, 2022

A cover letter and resume should be sent to kristinpetrovic@gmail.com in one .pdf formatted document.