



Employment Opportunity: Program Assistant

contract position

The Calgary Chamber of Voluntary Organizations is seeking a Program Assistant to undertake a contract of six months, with the possibility of permanent employment. The Program Assistant will both support the work of various program streams and take the lead on others:

Membership Program

- assist with yearly renewal process and renewal follow-up
- assist with member events and preparation of membership materials
- assist with outreach activities for presentations and mailouts
- provide contact and administrative follow through for membership leads and enquiries

Communications and Web

- oversee the Online Job Centre which includes job centre marketing and the intake, posting and tracking of ads
- assist with research, writing and basic updates of the CCVO website

Event and Project Support

- book venues as needed, coordinate a/v & other room needs, order food, maintain contact lists, occasionally take and type meeting notes, copy and distribute materials
- compile and summarize feedback from event evaluation forms

Information gathering and dissemination

- help compile, edit and send the regular email bulletin.
- populate, update and ensure the accuracy of the Access database

Occasional reception duties.

The ideal candidate for this position will have the following skills and attributes:

- university degree or diploma in a related field or an equivalent combination of education and experience sufficient to perform the duties of the position
- experience in Access and Excel, or other comparable database programs
- related experience in program support and/or administration preferred
- excellent attention to detail with a high degree of accuracy
- self motivated; able to work with minimal supervision on multiple projects with a number of staff
- non-profit experience desirable.

Interested candidates should submit a resume and cover letter by November 15, 2007 to Marilou Stegmeier, Administrative Coordinator at mstegmeier@calgarycvo.org or by fax (403) 261-6602. To learn more about CCVO, visit us online at www.calgarycvo.org