

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT



Position: Agriculture Administrative Assistant

Department: Agriculture and Environmental Services

Reports To: Director of Agriculture and Environmental Resources

Term: Full-time position, Monday through Friday, 40 hours per week with some overtime required.

Location: Municipal District of Ranchland administration building located at the Chain Lakes Provincial Park, Alberta

About the Role:

The Administrative Assistant will provide administrative and technical support to the Director of Agriculture and Environmental Services and department staff. The ideal candidate is a proactive problem-solver with strong computer proficiency, excellent communication skills, and is familiar with the rural/western way of life.

Qualifications and Skills Required:

- Degree or Diploma in **Business Administration**. An equivalent combination of experience and education may be considered
- **Advanced** skills in **Microsoft Word, Microsoft Excel, Adobe and Canva**
- Experience with **social media management**
- Experience with **website maintenance and management**
- Familiarity with **municipal structure**, operations, and public service
- Excellent **attention to detail**, organization, accuracy, and communication abilities
- Strong **computer proficiency** and comfort with cloud-based tools (SharePoint, OneDrive, Teams)



Key Responsibilities:

- Provide administrative support to the Director of Agriculture and Environmental Services and Assistant Agricultural Fieldman
- Manage the Ag Departments **social media platforms**, write/create newsletters, manage and maintain the Ag Department section of the MD **website** and all other **digital outreach**.
- Act as the department **grant expert** by identifying and preparing grant applications to fund Municipal Agriculture and Environmental projects.
- Support the department by identifying and implementing **administrative processes** and procedures to improve tracking, efficiency and integrity of departmental operations.
- Assist with the development and maintenance of the Ag Department Health and Safety Program, Geographical Information System, and Website

Assets:

- Experience in Agricultural or Environmental program administration
- Familiarity with rural municipalities and Alberta's Agricultural Service Board framework
- Knowledge of GIS and mapping tools
- Experience researching, identifying, and applying for grants, including preparing supporting documentation and managing submission requirements
- Agricultural Background

Please Submit Resumes To: Rick Niwa, ag@ranchland66.com

