

Administrative Assistant

Employer: Valleyview & Districts Agricultural Society

Location: Valleyview, Alberta

Position Type: Seasonal Full-Time (30 hr per week, 9 week term)

Wage: Rate based on the successful candidate's experience and qualifications

Expected Start Date: June 29, 2026

Expected End Date: August 28, 2026



Eligibility

This position is funded through the **Canada Summer Jobs Program**. Applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be legally entitled to work in Canada

Position Summary

The Valleyview & Districts Agricultural Society is seeking an organized, motivated, and community-minded Administrative Assistant to support the day-to-day operations of the Agricultural Society and its programs, events, and community initiatives.

This position will assist with administrative tasks, communications, event coordination, and organizational support while gaining valuable experience in office administration, customer service, and community engagement.

Responsibilities

Duties may include, but are not limited to:

- Answering phone calls, emails, and general inquiries
- Assisting with filing, data entry, and record organization
- Supporting event planning and coordination
- Assisting with social media posts and promotional materials
- Helping maintain membership, vendor, and rental records
- Preparing documents, forms, and spreadsheets
- Assisting with registrations and program administration
- Greeting visitors and providing customer service
- Assisting with meeting preparation and note-taking
- Maintaining clean and organized office spaces
- Supporting Agricultural Society events and activities as required
- Following office procedures and maintaining confidentiality
- Performing general administrative duties as assigned

Qualifications

- Strong communication and organizational skills
- Basic computer skills, including Microsoft Office and email
- Ability to work independently and as part of a team
- Friendly and professional attitude
- Attention to detail and willingness to learn
- Experience with social media or graphic design considered an asset
- Valid driver's license considered an asset

Working Conditions

- Primarily office-based environment
- Some evening or weekend work may be required during events and activities
- Overtime is not anticipated

Skills & Experience Gained

The successful candidate will gain experience in:

- Office administration and organization
- Customer service and public interaction
- Event planning and coordination
- Social media and community communications
- Record management and data entry
- Teamwork, professionalism, and time management

How to Apply

Interested candidates may submit a resume and cover letter stating the position they are applying for in one of the following ways:

E-mail:

valleyviewagsociety@gmail.com

(Please quote the position title in the subject line)

Mail or Drop Off:

Valleyview & Districts Agricultural Society Office
4202 – 40 Avenue, Box 1226
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.