

Administrative Assistant (Part-Time)

North Springbank Water Co-op (NSWC) – Calgary, AB

Compensation: \$25.00–\$30.00 per hour + mileage reimbursement at \$0.72/km (CRA rate)

Job Type: Part-time

About Us

The North Springbank Water Co-op (NSWC) provides safe and reliable drinking water to our members in the Springbank area. We are a not-for-profit organization governed by a volunteer Board of Directors and operated by a dedicated team of contractors and staff.

We are currently seeking a **part-time Administrative Assistant** to support the Co-op's administrative, bookkeeping, and board functions.

Position Overview

This part-time position is ideal for an organized, detail-oriented individual who enjoys administrative and bookkeeping work in a small, community-focused setting. The role primarily supports the Board of Directors and General Manager by managing communications, records, and meeting logistics.

Key Responsibilities

- Monitor and respond to the Co-op's phone system and email inquiries.
- Collect and distribute incoming mail as required.
- Record minutes at monthly Board meetings (typically held weekday evenings).
- Assist in organizing the Annual General Meeting (AGM), including notices, attendance tracking, and document preparation.
- Perform basic bookkeeping and data entry (invoices, receipts, mileage logs, and budget tracking).
- Assist with maintaining SharePoint digital information and the conventional filing system, ensuring records are accurate, organized, and accessible.
- Provide administrative and scheduling support to the General Manager or Board as needed.
- Contact members regarding NSF payments and other accounting related issues
- Invoice for water meters and other ad hoc items that the coop charges for
- Update and prepare PAP file for RBC upload
- Enter vendor payments in RBC

Qualifications

- Previous experience in administrative or bookkeeping roles.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Word, Excel, and Emails, SharePoint, QuickBooks or similar accounting software.
- Ability to maintain confidentiality and professionalism.
- Strong organizational and time management skills.
- Valid driver's license and reliable vehicle (mileage reimbursed per CRA rates).

Work Details

- Part-time: Approximately 10–60 hours per month, with flexible scheduling depending on meeting and project requirements.
- Work Location: Primarily remote, with some in-person attendance at meetings and the AGM.
- Compensation: \$25–\$30/hour depending on experience, plus mileage reimbursement at \$0.72/km (in accordance with CRA guidelines).

How to Apply

Please submit your resume and a brief cover letter outlining your experience and availability as listed on **Indeed**, or, General Manager, **nswc.gm@outlook.com**