

## Job Ad – Administrative Assistant

### About Us

The Fort Museum of the NWMP and First Nations Interpretive Centre is a non-profit museum and archives in Southern Alberta dedicated to the early histories of Fort Macleod, the Blackfoot, and the North West Mounted Police.

### Job Description

The Fort Museum is looking for an Administrative Assistant to join their team; this is a seasonal, full-time position for 35 - 40 hours/week. The Administrative Assistant will be responsible for the general administrative tasks, they will also assist with a variety of projects at the Fort Museum. The Administrative Assistant will provide a high level of customer service by answering phones, e-mails, providing expertise on programs offered, processing bookings, and helping staff in the Gift Shop. The Assistant will type and proofread documents, including grant applications. The Assistant will be responsible for regular reporting including compiling data and light bookkeeping duties. The Administrative Assistant will manage the schedules of staff members and assist with the supervision of seasonal staff members.

The Assistant will also need to work collaboratively with other staff members to ensure the Museum's programs are successfully delivered to the visiting public.

### Qualifications

Candidates must be reliable, self-motivated individuals who can work independently and as part of a team. Candidates with experience in Business Management, Administration, or Museum Studies are preferred but not mandatory. Experience with computer systems, social media, customer service, and general administrative duties is an asset.

This position is offered in part by the Canada Summer Jobs grant and therefore we are looking for applicants who are between the ages of 15-30, are legally entitled to work in Canada, and are Canadian Citizens, or a permanent resident, or a person whom refugee protection has been granted under the Immigration and Refugee Protection Act.

### How to Apply

The Fort Museum recognizes the importance of being an equal opportunities employer free from bias and judgment. The Museum will not discriminate against any person with respect to the designated protected grounds. The Museum will try, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

Applicants can apply by emailing their resume to [fortmuseum@fortmacleod.com](mailto:fortmuseum@fortmacleod.com). The application deadline is **March 21, 2022**.