



*Sustainable Energy Solutions*

## **Employment Opportunity**

### **Position: Administrative Officer**

**20 hours per week (based on 4 hours per day, 5 days per week)**

The Pembina Institute (a non-profit organization) is seeking a motivated, organized and resourceful individual for the role of Administrative Officer in our Calgary office. This position includes administrative duties as well as some program support.

### **What Can Pembina Offer You?**

The Pembina Institute uniquely combines the public interest vision of a non-profit with the entrepreneurial culture of a small business and the intellectual rigour of a think tank.

As such, we offer a work environment that allows you to work in an organization aligned with your personal values; that rewards good ideas and initiative; and that gives you the chance to collaborate with smart and experienced colleagues who are passionate about what they do.

You'll also find opportunities to apply an unusually wide range of skills and perspectives to your work. You will balance two primary roles as the Administrative Officer with the Pembina Institute; focused on administrative tasks and program support. You will be required to provide administrative support through general receptionist duties, communication of policies and procedures with staff, addressing inquiries and working with suppliers to ensure highest green standards are met within our budget. The program support will be through data entry, data management, transcribing meeting notes, meeting preparations and research.

### **What Can You Offer Pembina?**

The ideal candidate for the Administrative Officer position should possess the following:

- Strong organizational skills
- Strong professional communication skills
- Solid computer skills (Microsoft Office applications and an aptitude for technology, to apply to learning other programs used by the Pembina Institute)
- Eagerness to learn and gain knowledge regarding program areas within the Pembina Institute
- Confidence in researching systems and suppliers
- Self motivated and resourceful

A commitment to the Pembina Institute's values, vision and direction is very important.

You should enjoy teamwork and be able to initiate and assist to create a productive and positive work environment for Calgary-based Pembina Institute staff by providing effective and accurate program support.

## **Terms of Employment**

This is a position based on a 20-hour work week (based on 4 hours per day, 5 days per week) and 4 weeks of vacation each year.

Compensation and benefits package offered is competitive with established non-profit organizations and will be based on skills, experience and qualifications of the successful candidate. This position is supervised by the Calgary Office Manager and reports to the Finance and Administration Director.

Office Location: Calgary  
Start Date: ASAP  
Salary: \$14,750 to \$16,602 (\$14.18 to \$15.96 per hour pay to commensurate with education and experience)  
Position Type: Half-time (20-hour work week), permanent

Further terms of employment will be discussed with candidates during the interview process.

## **Interested in Applying?**

More detailed information is available at [www.pembina.org](http://www.pembina.org). A detailed resume should be submitted electronically in Word (.doc), Rich Text (.rtf) or Portable Document Format (PDF), along with a letter explaining why you are a strong candidate for this position. Please do not password protect the documents you submit.

**Mail to:** [careers@pembina.org](mailto:careers@pembina.org) (or may be faxed to 780-542-6464)

***The Pembina Institute is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.***