

**North Central Teachers'
Convention Association (NCTCA)**

Now accepting applications for
Executive Assistant

Job description and salary details available at
www.nctca.ab.ca

Part-time and retired teachers are invited to apply.
Membership in The Alberta Teachers' Association is
preferred but not strictly necessary.

Applications deadline: March 12, 2010. Mail to:
Laurie Hawley, Secretary, 24 Haney Court, Spruce Grove, AB T7X 0B3
Or email to: laurie.hawley@nctca.ab.ca

Qualifications of the Ideal Candidate:

- Ability to work with a diverse group of motivated people
- Able to work from home with functioning high speed internet
- Knowledgeable about email setup, grouping, etc.
- Familiarity with online environment
- Extensive knowledge of Microsoft Word and Excel programs
 - Create newsletters, posters, letters, merge lists, etc.
- Familiar with database programs to enter, sort, manipulate data
 - Ease of use of FileMaker Pro is preferred , must be willing to learn
- Knowledge of Publisher would be an asset but is not critical
- Able to manage large amounts of data
- Can pay particular attention to details
- Proofreading skill and good spelling are helpful
- Available for evening, weekend meetings
 - Mileage to meetings in the Edmonton area is covered
- Current salary is \$2,000 per month (\$24,000 per year) and is currently under review
- This position average approximately 25 hours per week over the entire year
 - December and January are particularly heavy and may see weeks needing in excess of 60 hours until Convention is over in early February
- A working knowledge of planning conventions or conferences would be an asset
- Demonstrates initiative and is self motivated