



## EMPLOYMENT OPPORTUNITY

### Operations Coordinator

---

We are excited to offer an employment opportunity for an organized, positive, and detail-oriented individual interested in an administrative position in the heritage and culture sector.

**Reporting to the Executive Director / CEO, the basic duties of the position include:**

- Coordinate service contracts, facilities, and office supplies.
- Manage incoming and outgoing mail.
- Database management in support of the AMA's programs, activities, and services.
- Coordinate publication sales and inventory management.
- Administrative support for the Executive Director.
- Provide reception services.
- Program administrative support.

**Qualifications / Competencies:**

- Applicable certificate, diploma, or degree.
- Experience working as an office administrator.
- Strong database and financial administration experience.
- Extensive experience working with the Microsoft Office Suite, especially Outlook, Word, and Excel.
- Good communication, organizational, interpersonal, and time-management skills.
- Confidentiality and discretion.
- A passion for museums and heritage and a commitment to the AMA's values.
- Ability to work in a fast-paced, collaborative, team-based environment.
- Flexible and adaptable with a sense of humour.

**Location:** Edmonton, Alberta, Canada

**Hours and Compensation Package:** 20 hours per week. Compensation package includes annual salary of \$21,500-24,000 (\$40,000-45,000 1.0 FTE), access to benefits program and professional development funds.

**Closing Date:** The competition will remain open until the position is filled; however, resumés will be reviewed **immediately**.

**Please submit a cover letter and resumé by email:**

Meaghan Patterson

Executive Director / CEO, [hr@museums.ab.ca](mailto:hr@museums.ab.ca).

\* Further information about the position is available by email only, by request

The AMA is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada. For more information on the AMA, visit our website at [museums.ab.ca](http://museums.ab.ca).

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.