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Policy and Evaluation Officer (Temporary)

Policy & Evaluation · Full Time · Alberta · Hybrid · \$52,494 - \$55,686 CAD per year

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Policy and Evaluation Officer

Position Type: 1.0 FTE

Supervisor: Manager – Innovation and Systems Development

Direct Reports: None

Salary Range: \$52,494 - \$55,686

Location: Edmonton/ Hybrid

Position Duration: Immediately until March 31, 2027

Position Overview

The Alberta Association of Immigrant Serving Agencies (AAISA) is a non-profit umbrella organization representing agencies that provide resettlement, settlement, and integration services to newcomers in the province of Alberta. Since 1980, we have been working to build the sector's capacity to better serve newcomers by fostering collaboration, professionalization, and member-driven research and policy work.

The Policy and Evaluation Officer supports the coordination and day-to-day administration of AAISA initiatives, services, and organizational operations. This includes providing administrative, logistical, project, and systems support across a range of activities including meetings and events, membership coordination, records management, communications support, and digital platforms. The role requires a proactive approach to maintaining organizational efficiency while supporting multiple projects and sector-facing initiatives.

Roles and responsibilities

1. Internal organization coordination

- Facilitate effective communication between departments, stakeholders, and team members, ensuring that relevant information is shared in a clear and timely manner.
- Plan logistical aspects of meetings, conferences, and events, including location, food, technology, etc.
- Provide support for social media, databases, online AAISA accounts, and website management in coordination with different teams.

2. Project Support

- Responsible for attending meetings, accurately recording detailed minutes, and distributing them to all relevant stakeholders in a timely manner.
- Provide technological and logistical support for project activities assigned by their direct supervisor.
- Coordinate logistical and administrative support for meetings, training sessions, and sector events, including registrations, scheduling, virtual platforms, materials preparation, and note-taking.
- Support the coordination and maintenance of organizational systems and digital tools (e.g., CRM platforms, shared databases, event registration systems, and internal documentation processes).
- Provide administrative and coordination support for digital platforms, online tools, and reporting systems used across organizational initiatives.

3. Organizational Support

- Carry out administrative duties such as filing, typing, copying, binding, and scanning, maintaining an organized record of all work completed within their team.
- Provide accounting support: prepare and send invoices; keep record of invoices, receipts, purchase requests; organize and maintain financial records.
- Support management with administrative tasks, meeting coordination, and organizational activities.
- Support events, training sessions, and stakeholder engagement activities through administrative and logistical coordination.

- Support membership administration activities including maintaining records, processing renewals, and assisting with outreach and engagement activities.
- Support evolving organizational initiatives and pilot projects as AAISA expands its services, platforms, and sector engagement activities.

Periodically perform other duties as assigned by leadership to support the team and organizational objectives.

Required Competencies

1) Core Competencies

- Program Support
- Data Management
- Financial Acumen
- Decision Making
- Digital Fluency

2) Professional Skills

- Communication
- Teamwork and Collaboration
- Time Management
- Problem-Solving

3) Personal Attributes

- Adaptability
- Initiative
- Interpersonal Skills
- Professionalism
- Intercultural Awareness

Required Qualifications

Education

Post-secondary education in office administration or other combination of education and experience deemed appropriate

Experience

- Minimum 2+ years' experience in related field
- Experience of working with diverse communities, including francophone and anglophone communities
- Proficiency with digital tools including:
 - - SurveyMonkey
 - - CRM systems
 - - Zoom
 - - Canva
 - - Microsoft Office suite, including Excel and SharePoint
 - - Website and digital platform environments (e.g., WordPress, Framer, etc.)
 - - Data visualization and reporting tools such (e.g., Power BI)
- Non-profit sector experience considered an asset

Knowledge

- Knowledge of the settlement sector, including a foundational knowledge of immigration pathways and relevant settlement services
- French language proficiency considered an asset

To apply, please submit your resume and cover letter on Collage by clicking "Apply Now" by May 29 at 12AM or until a suitable candidate is found.

Only candidates short-listed for interview will be contacted. If you have any questions, please email ayandiev@aaisa.ca.

AAISA is an Equal Opportunity Employer, and we work to sustain anti-discrimination and anti-racism practices in our workplace. We do not discriminate based on race, ethnicity, sexual orientation, gender identity and/or gender expression, age, physical or mental health, religion

or beliefs, or any other status protected by law. Harassment or discrimination is not tolerated at AAISA. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

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