

POSITION PROFILE

Position Title:	Administrative Assistant	Effective Date: October 13, 2026
Reports to:	Manager, Administration and Board Liaison	
	CPHR AB Overview CPHR Alberta is the exclusive registration body in Alberta, the Northwest Territories and Nunavut for the Chartered Professionals in Human Resources (CPHR) designation, which is the professional standard in Canada. The CPHR demonstrates HR expertise, experience and ethical management of today's human capital. CPHR Alberta is a provincial member of CPHR Canada. Our Vision <i>Elevating HR leadership. Shaping resilient workplaces. Leading the future of work.</i> We envision a future where HR professionals are recognized as business leaders grounded in expertise, guided by people-first principles, and leading organizational performance. Our Mission <i>Advancing HR through community, collaboration and leadership.</i> To cultivate a collaborative community of HR professionals, positioning them as strategic leaders who drive organizational performance, foster innovation, and shape inclusive, future-ready workplaces. Through strong governance and shared learning, we advance a credible and trusted profession in service of the public interest within our jurisdiction. Our Values Member-First Philosophy We prioritize the needs, growth, and success of our members—ensuring they are supported, heard, and empowered in every aspect of our work. Integrity Practicing human resources at the highest of professional standards. Inclusive Leadership Leveraging research and understanding future trends affecting the profession of human resources. Excellence We champion high standards, continuous learning, and professional growth to strengthen HR leadership and organizational success. Collaboration We foster open dialogue and embrace diverse perspectives to build connection and shared purpose—working together to advance the HR profession and support our members. Responsible Stewardship We operate with transparency and accountability—ensuring our decisions reflect the best interests of our members and the profession.	

	KEY COMPONENTS AND RESPONSIBILITIES OF THE POSITION Scope: • The Administrative Assistant provides shared administrative support across CPHR Alberta, assisting all teams of the organization based on operational needs and priorities. • Reports to the Manager, Administration and Board Liaison, and the position provides support in a broad range of areas, including Professional Standards services, Stakeholder Engagement, CEO administration and Board Liaison related activities. • Work assignments and priorities are managed by the Manager, Administration and Board Liaison to ensure administrative support is directed to areas of greatest organizational need. • Due to the nature of the position, the Administrative Assistant MAY have access to confidential Board, member, and organizational information. A high degree of professionalism, discretion, judgment and confidentiality is required. • CPHR Alberta reserves the right to revise the responsibilities outlined below as organizational requirements evolve.
1.	Key Responsibilities: <u>Responsibility – Organization-Wide Administrative Support</u> • Provide administrative and coordination support to all CPHR Alberta teams based on organizational priorities and operational requirements. • Work with the Manager, Administration and Board Liaison to establish and manage priorities, timelines and workload across departments. • Provide additional administrative capacity during peak periods, staff absences, major events and special projects. • Back-up support to Office Services Coordinator (office coordination, mail and package pick-up). • Support cross-functional projects and initiatives requiring administrative coordination. • Assist with document preparation, formatting, proofreading and distribution. • Build effective working relationships across the organization and serve as a reliable administrative resource for staff. • Escalate competing priorities, sensitive matters or issues requiring management direction to the Manager, Administration and Board Liaison.
2.	<u>Responsibility – CEO Administrative</u> • Coordinate CEO meetings and scheduling, as required. • Assist with meeting logistics and preparation of supporting materials, if needed. • Coordinate CEO travel, including flights, accommodation and related logistics. • Prepare, track and reconcile CEO expenses and supporting documentation. • Maintain confidentiality regarding CEO communications and organizational matters.
3.	<u>Responsibility –Manager, Administration and Board Liaison Support</u> • Provide administrative support to the Manager, Administration and Board Liaison for Board and Committee activities. • Assist with Board and Committee scheduling and meeting logistics. • Assist with formatting, compiling and distributing Board and Committee materials. • Maintain Board calendars, contact information, attendance records, administrative trackers and files. • Coordinate Board travel, accommodation, registrations and expenses, as required. • Support AGM, Board Retreat and other related logistics. • Maintain Board and governance records and documentation as directed by the Manager, Administration and Board Liaison. • Maintain absolute confidentiality regarding Board materials, discussions and Director information. • Executive offerings, support around logistics, planning and support in the executive list. The Manager, Administration and Board Liaison retains responsibility for substantive governance activities and provides direction and oversight for Board-related work.

4.	<u>Responsibility – Professional Standards - Membership and Member Services</u> - Administer reduced dues applications and approvals (review daily / weekly if applications outstanding) December to March. - Status Updates: February – CPD; April - Dues (Membership Status Notification, Revocation Letters for Dues and CPD, Retirement, New Candidate/CPHR Letters, Designation Confirmation (random), Candidates and Student Status Expiring). - Maintain the Consultant Directory.
5.	<u>Responsibility - Stakeholder Engagement Support</u> - Provide administrative support for all Board communication, including but not limited to key messages and drafting emails and communication with ACGI. - Support around marketing campaign with Board recruitment, specifically but not limited to postings with law society, Chambers, CPA; AGM; National Fellowship Program, and Executive Offerings (logistics in support w/ Events & Programs Team) - ACGI - support and set up events. - Proof reading Annual Report.
6.	<u>Responsibility – CRM and Data Administration</u> CRM Assistance to all non-Professional Standards departments for reporting/data or otherwise

Qualifications and Competencies:

Education and Experience

- Diploma or Certificate in Administration, or a related field. An equivalent combination of education and relevant experience will be considered.
- Minimum of 5 years of progressive administrative experience, preferably within a professional association, corporate, or non-profit environment.
- Demonstrated experience supporting multiple departments and managing competing priorities with a proven ability to exercise sound judgment, discretion, and professionalism.

Knowledge, Skills and Abilities

- Highly organized, detailed, and resourceful
- Adept in Technology
- Excellent verbal and written communication
- Time Management

Proficiency in the use of Computers

- Microsoft Office, specifically WORD, EXCEL, PowerPoint, Outlook, preferred
- Canva, an asset
- CRM system, an asset

Join us to be part of a vibrant team that values proactive support, clear communication, and professional growth. This role is perfect for motivated individuals eager to contribute their administrative expertise in a meaningful environment!