



Employment Opportunity

April, 2008

Position: Program Assistant

Location: Edmonton Conservation Centre For Excellence
88, 4003 – 98th Street

Responsibilities:

- Provide direct assistance to the Assistant Conservation Education Program Coordinator in the Edmonton office
- Assist and participate in AHEIA program delivery
- Liaise with AHEIA instructors and clientele
- Assist with Youth Camp and Seminar Programs
- Maintain Instructor resource materials
- Assist with special events and activities across Alberta
- Maintain and develop AHEIA Outdoor Youth Club
- Willingness to obtain Instructor certification in all areas of program delivery as required
- Able to assist in all facets of AHEIA operations when necessary

Qualifications:

- Excellent interpersonal and public relation skills
- Strong organizational skills
- Background in Conservation Education programs is an asset
- Basic firearms knowledge is required
- Strong public relations and telephone skills
- Self motivated, with a positive attitude
- Sound verbal and written communication skills; a professional approach to all conduct
- Service attitude and team player philosophy; it is critical to integrate with the existing team personnel and volunteers
- Strong computer skills with proficiencies in various programs
- Flexibility and the ability to adapt to change are key to success in this position

Salary: To be commensurate with experience and will be reviewed together with detailed job description prior to offer of employment.

Qualified applicants should apply in writing by April 23, 2008 to:

Kelly Semple
Alberta Hunter Education Instructors' Association
88, 4003- 98 Street,
Edmonton, Alberta T6E 6M8

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