



# Cardston County

---

## Employment Opportunity

### Executive Assistant

Cardston County is now accepting applications for the position of Executive Assistant. This position reports directly to the Chief Administrative Officer (CAO) and is responsible for the overall coordination and execution of the County's legislative services, as well as providing executive and communications support for the CAO and Council.

**Term:** Permanent, Full-time

**Location:** Cardston, Alberta

**Application Deadline:** April 22, 2022 at 4:30pm, or until a suitable candidate is found.

#### Job Description:

This position works closely with all departments, County Council, community organizations, other levels of government, and residents to coordinate the County's legislative and communications processes. The Executive Assistant is primarily responsible for preparing Council, Municipal Planning Commission, and Agricultural Services Board meeting agendas and minutes, as well as managing the County's website and social media accounts.

#### Job Requirements:

- ✓ High school diploma and a post-secondary degree or diploma in a related field is preferred.
- ✓ Experience with web design, social media, and graphic design is preferred.
- ✓ Experience with the Microsoft Office and Adobe software suites is required.
- ✓ Ability to write and edit correspondence and reports with an eye for detail is required.
- ✓ Working knowledge of how municipal and provincial governments function is preferred.
- ✓ Working knowledge of meeting procedure and minute-taking is preferred.
- ✓ Working knowledge of the government grant process and experience preparing funding applications is preferred.

#### To Apply:

If you are interested in applying, please mail, fax, email, or drop off your resume to:

**Attention:** Murray Millward, Chief Administrative Officer

PO Box 580

1050 Main Street

Cardston, Alberta T0K 0K0

**Email:** [murray@cardstoncounty.com](mailto:murray@cardstoncounty.com)

**Phone:** (403) 653-4977

**Fax:** (403) 653-1126

Cardston County offers competitive wages and benefits packages. We would like to thank all that apply. However, only those selected for an interview will be contacted. The full job description can be found at [www.cardstoncounty.com](http://www.cardstoncounty.com)

P.O. Box 580, Cardston, Alberta TOK OKO

Phone: (403) 653-4977 Fax: (403) 653-1126 Email: [office@cardstoncounty.com](mailto:office@cardstoncounty.com)