

EMPLOYMENT OPPORTUNITY

Temporary Administrative Support for the Economic Development Advisory Committee

The Town of Sexsmith is seeking a motivated and community-minded candidate for a temporary position as the **Administrative Assistant for the Economic Development Advisory Committee**.

This is a temporary position anticipated to begin on **October 7, 2026** and continue for approximately 3 months, unless ended earlier in accordance with Town needs or applicable employment standards. While the position is temporary, it may lead to a permanent opportunity depending on the needs of the Town, suitability of the candidate for an ongoing role and future approvals.

The successful candidate will provide administrative support to the Economic Development Advisory Committee, including meeting coordination, agenda and minute preparation, record keeping, research assistance, stakeholder support, and related duties as directed.

Position Details

- Position: Temporary Administrative Assistant for the Economic Development Advisory Committee, with the possibility of leading to a permanent position
- Term: October 7, 2026 and to continue approximately 3 months
- Hours: Up to 15 hours per week
- Compensation: \$24.97-\$32.35 based on experience
- Location: Much of the work may be completed remotely, with in-person committee meetings anticipated at least once per month
- Deadline to Apply: September 23rd, 2026

Key Responsibilities

- Provide administrative support to the Economic Development Advisory Committee.
- Assist with meeting coordination, including preparation of agendas, minutes, correspondence, and related materials.
- Conduct research and prepare information related to community and economic development initiatives.
- Support stakeholder communication and committee follow-up as required.
- Complete assigned duties and deliverables in coordination with Town Administration.
- Comply with Town policies, procedures, confidentiality obligations, and workplace expectations.

How to Apply

Interested candidates are invited to submit a resume and cover letter to:

Rachel Wueschner, CAO
admin@sexsmith.ca

Please include relevant experience, availability, and contact information.

Closing

The Town of Sexsmith thanks all applicants for their interest; however, only those selected for further consideration will be contacted.