



Job Posting

Job Title: Operations Coordinator
Expected Hours: 10-15 hours/week during business hours 8:30am-4:30pm
Hourly Wage: \$25/hour
Start Date: As soon as possible
Location: Edmonton

Organization Overview:

Ever Active is a registered national charity based in Alberta that is focused on the well-being of children and youth. Our vision is for thriving schools and communities where children and youth grow, learn, and belong. Our mission is to lead, activate, and build capacity for settings that nurture health and well-being. We value relationships and well-being, which are at the heart of who we are and all we do. The values of inclusion, growth, community, voice, and kindness are also closely held and guide our work forward in a good way. We don't know all the answers but we're listening, learning, and growing.

Ever Active is looking for a proactive and highly organized Operations Coordinator who enjoys creating order, solving problems, and helping others succeed. This role is at the heart of our organization, supporting staff, assisting with coordination of projects and events, improving day-to-day workflows, and ensuring the details behind our work come together seamlessly. If you love being the person who keeps things moving, anticipates what needs to happen next, and finds satisfaction in helping a team do its best work, we'd love to hear from you.

Position Description:

Team & Partner Support

- Serve as a key communications and customer service contact by managing the organization's general email inbox and office phone line, responding to inquiries, and providing welcoming support to visitors, schools, partners, and community members.
- Support staff with follow-up, reporting, document preparation, and data management.
- Help maintain strong relationships through responsive and professional communication.

Team Operations

- Coordinate calendars, travel, meetings, and organizational logistics.
- Maintain systems, documents, and information that keep projects moving.
- Anticipate administrative needs and proactively identify opportunities to improve workflows.

Project & Event Coordination

- Provide administrative support for the coordination of meetings, workshops, and events.
- Coordinate registrations, communications, reporting, and event logistics.
- Prepare resources and materials before and after events.

Organizational Support

- Maintain office resources, equipment, and inventory.
- Undertake occasional local travel to support organizational operations, including picking up supplies, printed materials, donated items, and other resources as needed.
- Represent Ever Active at community events and conferences.
- Contribute wherever needed to help the team achieve shared goals.
- Other duties as assigned

Required Position Competencies

- **Operational Coordination & Organization**
Keeps people, projects, and priorities organized through effective coordination and planning.
- **Workflow & Process Management**
Creates and maintains efficient systems that support organizational effectiveness.
- **Relationship & Service Orientation**
Builds positive relationships while providing timely, thoughtful support to staff and partners.
- **Attention to Detail**
Produces accurate, high-quality work while managing multiple priorities.
- **Initiative & Proactive Support**
Anticipates needs, takes action independently, and looks for opportunities to improve how work gets done.

Qualifications and Experience:

- Completion of a related certificate and a minimum of two years' administrative experience
- A combination of education and experience may be considered
- A valid Alberta Class 5 driver's license and access to a reliable vehicle are required to support occasional local travel and transportation of organizational materials.

Ever Active is committed to equity in its policies, practices, and programs, while supporting diversity in its community, school, and work environments; Ever Active encourages qualified applicants of all backgrounds and abilities to apply for this position.

To apply, please include your cover letter and resume in one document and email:
employment@everactive.org. Please include the Job Title in the subject line.

Application Deadline:
September 15, 2026

Your application will be assessed based on how strongly your identified qualifications meet the criteria in the job advertisement. When applying, customize your application with your relevant skills and experience in order to address the job qualifications listed above.

Ever Active thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.