

## **Administrative Coordinator, Healthy Aging Alberta**

### **Permanent, Full-time**

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for an Administrative Coordinator to join our Healthy Aging Alberta team.

Reporting to the Operations Lead, Healthy Aging Alberta, the Administrative Coordinator will provide essential administrative support to the Healthy Aging Alberta (HAA) team under the guidance of the Operations Lead. The role supports the Provincial Director and Director by overseeing executive-level scheduling, materials preparation, expense processing, and coordinating key administrative functions. [Healthy Aging Alberta Initiative \(HAA\)](#) is a provincial initiative led by a [Community Leadership Council \(CLC\)](#) and backboneed by United Way of Calgary and Area.

A major component of this position is coordinating the Community Leadership Council (CLC), including effective scheduling, meeting preparation, communication with members, and support with travel and reimbursement needs. The Administrative Coordinator also assists with team-wide operational activities, event logistics, and maintenance of HAA's document management systems. In addition, the role provides coordination support for HAA leadership on select strategic projects that involve collaboration with external stakeholders and requires strong administrative organizational skills. This role is ideal for a highly organized, detail-oriented professional who thrives in a dynamic, multi-stakeholder environment.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

### **What you will do**

#### **Executive & Team Support**

- Provide administrative support to the Provincial Director and Director, including calendar management, preparing materials, tracking action items, and processing expenses.
- Support general administrative needs across the HAA team as directed by the Operations Lead.
- Coordinate internal meeting schedules such as team meetings, leadership meetings, and staff one-on-ones.

#### **Community Leadership Council (CLC) Coordination**

- Coordinate all CLC activities, including scheduling meetings, preparing and distributing materials, and documenting minutes and action items.
- Manage communication with CLC members and respond to administrative requests.
- Support CLC travel and reimbursement processes.

#### **Strategic Project Coordination Support**

- Provide administrative and coordination support to HAA leadership on key strategic projects that involve multiple external stakeholders.
- Assist with scheduling project meetings, preparing materials, tracking information, and supporting communication flow across partners.
- Help maintain organized project documentation and ensure alignment with operational processes.

#### **Operational & Document Management Support**

- Maintain and refine HAA's document management systems (e.g., SharePoint) to ensure files are well-organized and accessible.
- Support improvements to administrative workflows, templates, and organizational processes.
- Collaborate with UWCA administrative teams to ensure alignment with broader organizational procedures.

#### **Event & Logistics Coordination**

- Support logistics for internal and external HAA events such as retreats, planning sessions, and team gatherings.
- Assist with venue booking, materials preparation, travel coordination, catering, and virtual/hybrid setup.

**Other Duties**

- Provide additional administrative and operations support as required to ensure effective functioning of Healthy Aging Alberta.

**What you will bring****Experience:**

- 2-4 years of experience in administration, office coordination, or executive support, ideally in a nonprofit or public sector setting.
- Strong organizational and time-management skills, with experience managing complex calendars and preparing meeting materials.
- Exceptional attention to detail.
- Proficiency with Microsoft Office Suite and virtual meeting platforms (Teams, Zoom).
- Experience with document management systems such as SharePoint is an asset.
- Ability to prepare clear agendas, minutes, and professional correspondence.
- Comfort with basic financial processes such as expense submissions and reimbursements.
- Knowledge of Alberta's community-based or seniors-serving sectors is an asset.

**Attributes:**

- Highly organized with exceptional attention to detail.
- Strong interpersonal and communication skills.
- Discreet and able to handle sensitive information with professionalism.
- Able to manage multiple priorities and adapt to evolving needs.
- Collaborative and supportive team member who builds positive working relationships.
- Resourceful, proactive, and comfortable navigating complex stakeholder environments.
- Commitment to equity, inclusion, and respectful communication.

**Work Environment**

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Although our office is in Calgary, the successful candidate for this position on our Healthy Aging Alberta team is not required to live locally.

**United, we make the biggest difference**

United Way is a not-for-profit organization that has played a vital role in our community for 85 years.

As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation, benefits and time off package, a hybrid work environment, and a variety of professional development opportunities.

**Our Commitment to an Inclusive Culture**

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

**To Apply**

Send **cover letter, resume and salary expectations** by 4:00 pm January 19, 2026, to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)



**United Way**  
Calgary and Area

Subject Line: Administrative Coordinator, HAA – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at [www.calgaryunitedway.org](http://www.calgaryunitedway.org).

**We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.**