

Opportunity Profile

Program Assistant – Events

February 2025

The Alberta Dental Association (ADA) is the collective voice of dentists in Alberta. Established in 2023, the ADA strengthens and supports the dental profession and promotes oral health as an integral part of general health for all Albertans.

The Position

Are you an energetic problem-solver with great attention to detail? The ADA is seeking a new Program Assistant – Events.

Reporting to the ADA’s Community and Partnerships Director, this Program Assistant role is accountable for delegated tasks to support ADA events (including the Alberta Dental Team Summit, member education sessions, orientation dinners, networking receptions, AGM, district dental society visits), committee meetings (venue sourcing, contracts, vendor management, logistics, onsite support), and exhibits (conferences and community events). The role supports other ADA team members and will engage with member dentists, Board members, and stakeholders of the Association.

This is a new role and requires a high degree of organizational skills, technical proficiency, and accuracy. It is a full-time, permanent position, with flexibility with daily work hours.

Location: Staff of the ADA work in a hybrid in-office and home office model, per the established Personnel Policies. The ability to travel within the province for events is required.

Hours of work: Full-time hours, 37.5 hours per week with some work outside of “typical” office hours to support meetings and events on evenings and weekends, approximately one or two per month.

Salary: Commensurate with experience.

Responsibilities

The Program Assistant - Events is a key administrative member of the team, helping coordinate, plan, implement, evaluate, and improve the ADA’s member events. This role will also support the ADA’s office management, including supply ordering and maintenance, coordination with facilities management, and room/venue reservations with the landlord (the amazing CKUA Radio Foundation).

Specifically, the Program Assistant – Events is responsible for working under the direction of the Community & Partnerships Director to:

- Assist in coordinating event logistics, including venue setup, equipment rentals, transportation, and vendor coordination.
- Participate in planning sessions to contribute ideas, gather requirements, and ensure clear communication of event objectives and timelines.
- Support the Corporate Governance Director with venue and logistics for in-person ADA Board meetings.

- Coordinate with the Communications team to promote events through various channels, such as social media, email campaigns, and marketing and promotional materials.
- Communicate event details with members, manage registrations, prepare event materials, and provide excellent customer service.
- Be present at events (both virtual and in-person) as needed to assist with set-up, coordinate with vendors, and address any issues as they arise.
- Assist in gathering feedback from attendees and analyzing event metrics to identify areas for improvement.
- Maintain comprehensive and organized records of data and information related to events and committees.
- Support advisory committees (Alberta Dental Team Summit, Awards & Recognition) by scheduling meetings, preparing and distributing meeting materials, minute-taking, and record management.
- Administrative functions related to office management, including ordering and inventorying of office supplies and equipment.
- Ensure the ADA offices are orderly and maintained.

Skills and Attributes

- Ability to be proactive in a fast-paced environment.
- Strong attention to detail and demonstrated commitment to high-quality, professional work.
- Excellent organizational and time management skills.
- Solutions-focused attitude and customer-oriented mindset.
- Can work effectively in a virtual environment and is comfortable using various software and technology.
- Comfortable working independently and with a team.
- Ability to manage multiple competing demands and tasks under tight timelines.
- Ability to work under the direction and mentorship of a diverse group of professionals.
- Comfortable with ambiguity: able to adapt to change and accommodate shifting priorities and short timelines.
- Strong written and verbal communication skills.

Education and Experience

- Degree or certificate in business administration, event management, project management or a related field from a recognized academic institution is preferred.
- Proficiency in Microsoft Office is required. Proficiency with project management and event management software is a plus.
- Experience with a professional member association is highly desirable.
- Experience working with the dental profession or the healthcare industry is an asset.

How to Apply

Interested candidates are to submit their resume and cover letter to Hailey Riendeau, Community & Partnerships Director, at hriendeau@albertadentalassociation.ca. Only candidates selected for an interview will be contacted.

The closing date for this competition is **Friday, March 14, 2025**.