



EMPLOYMENT OPPORTUNITY Knowledge Exchange Assistant

APPLE Schools is seeking a candidate for a full-time position as a Knowledge Exchange Assistant in our Edmonton office. The successful candidate will work with the Executive Director and project team to develop and implement high-quality knowledge exchange events for various audiences, and provide administrative support for project activities.

The Knowledge Exchange Assistant will:

- Work with APPLE Schools project staff to coordinate small, medium (up to 30 participants), and large (70+ participants) knowledge exchange events.
- Coordinate registrations, book travel, accommodation, and facilities; and collaborate with the Executive Director and managers to ensure the events are completed according to internal policies.
- Assist with developing goals, agendas, processes, and activities to achieve knowledge exchange event outcomes.
- Prepare knowledge exchange event materials; arrange catering, room, and equipment set-up/teardown; and assemble event packages.
- Source, price, and purchase materials and resources. Coordinate dissemination of materials and resources to all project schools.
- Arrange telecommunications, teleconferences, and videoconferences.
- Provide administrative support for day-to-day project operations.
- Represent and promote APPLE Schools at events.
- Travel, as necessary.

Qualifications:

- Two or more years of experience coordinating events, or related experience.
- University degree, or professional certification/diploma in related field.
- Background knowledge of health promotion and working in schools is an asset.
- Proficient in Microsoft Office applications, including Word and Excel.
- Strong facilitation skills.
- Strong oral and written communication skills.

Salary commensurate with experience and education.

Please apply by October 20, with references to:

Jenn Flynn, Executive Director, APPLE Schools

jenn.flynn@appleschools.ca

780-492-0431

Only candidates selected for an interview will be contacted.

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