

The Girl Guides of Canada, Alberta Council office has a **full time employment opportunity** for a well-organized, detail-oriented "people person!"

Maybe this is YOU!

As a full time employee in this position, you will provide primary reception for the Alberta Council office, and assist council and committees in regard to meetings, events, annual awards preparation and other duties. See the [job description here](#) for all the details.

The Alberta Council office is housed in the Alberta Girl Guide House at 11055 107 Street in Edmonton, directly across from the Kingsway Mall. Employee/office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

We have an amazing group of staff that you would get to work with, as well as our various Commissioners and Guiding members from all over AB, NT, and YT.

[To apply, print or download this document](#), and send your cover letter and resume

to apply@albertagirlguides.com before **Feb 15th, 2018**.