

Administrative Coordinator – Accreditation Department

Location: Calgary, AB

Position Type: Full-Time



Who We Are

The Alberta Council of Disability Services (ACDS) is a network of community disability service providing organizations in Alberta. Established in 1973, our member-driven organization works closely with the Government of Alberta and other partners, to strengthen the Community Disability Services (CDS) sector to benefit Albertans with developmental disabilities. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector.

About the Role

ACDS is seeking a highly organized and technically proficient **Administrative Coordinator** to support the operations of our Accreditation Department. This role is ideal for a detail-oriented professional with strong systems management skills and a passion for quality assurance in the human services sector.

As the first point of contact for internal and external inquiries, the Administrative Coordinator plays a key role in ensuring the smooth execution of departmental programs and services, including the Creating Excellence Together (CET) Standards. The successful candidate will demonstrate discretion, initiative, and exceptional interpersonal communication skills while managing a high volume of work in a dynamic and fast-paced environment.

Key Responsibilities

Working closely with the Accreditation Manager & dept, the Administrative Coordinator will:

- Coordinate and support administrative functions as outlined in the Accreditation Systems Guide.
- Manage and prioritize time-sensitive document development and revisions.
- Provide administrative support to committees, including minute-taking and action tracking.
- Maintain and update databases, correspondence, and departmental records.
- Plan and coordinate events and meetings.
- Process expense reimbursements and reconcile departmental budgets.
- Liaise with internal teams, stakeholders, and external organizations.
- Assist in updating operational procedures, tools, and manuals.
- Develop and implement surveys to enhance transparency and inclusivity.
- Format, fact-check, and ensure quality assurance of departmental documents.
- Support communication efforts including newsletters, website updates, and presentations.
- Contribute to special projects as assigned.

Alberta Council of Disability Services

 Suite #220, 200 Rivercrest Drive SE, Calgary, Alberta T2E 2X5

 403-250-9495  F: 403-291-9864

 www.acds.ca  acds@acds.ca

Qualifications and Competencies

- **Education:** Minimum 2-year diploma in Office or Business Administration.
- **Experience:** Recent experience in administrative coordination, preferably within a not-for-profit, **accreditation body, or association.**
- **Skills:**
 - Exceptional written and verbal communication.
 - High attention to detail and accuracy.
 - Strong analytical and organizational skills.
 - Proven ability to manage multiple priorities and meet deadlines.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access).
 - Experience with SharePoint and Notion is an asset.
- **Attributes:**
 - Self-directed and flexible.
 - Professional demeanor with sound judgment.
 - Commitment to confidentiality and diplomacy.

Preferred: A post-secondary degree and experience managing content/information systems in a similar organizational setting.

Why Join Us?

This is an exciting opportunity to contribute to a provincial association that is making a meaningful impact in Alberta's community disability services sector. You'll work in a collaborative environment where your skills and ideas are valued, and your work supports sector-wide quality assurance and improvement.

How to Apply:

Please submit your résumé and cover letter to hr@acds.ca with the subject line: "Application for Administrative Coordinator"

Application Deadline: Monday, October 13, 2025, at 12:00 PM

Only candidates selected for an interview will be contacted. Please do not follow up by phone, email, or in person. Candidates will be required to provide documentation verifying academic credentials. The position will remain open until the ideal candidate is found.

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