



Executive & Strategic Initiatives Coordinator

The Red Deer & District Chamber of Commerce is seeking an experienced, highly organized, and proactive professional to support strategic initiatives, governance, advocacy, and organizational priorities. Working closely with the CEO, you will coordinate key projects, support Board activities, and contribute to initiatives that strengthen and connect the business community.

Key Responsibilities

Strategic Initiatives & Project Coordination

- Coordinate strategic projects and organizational initiatives, including planning, tracking deliverables, monitoring progress, and preparing reports, presentations, and briefing materials.
- Collaborate with staff, volunteers, committees, members, and external partners to ensure priorities are executed effectively and organizational objectives are achieved.

Board Relations & Administration

- Coordinate Board and committee activities, including meeting logistics, agendas, materials, minutes, governance records, and action item tracking.
- Support key administration processes, including Board recruitment and orientation, elections, the Annual General Meeting, and ongoing Board communications.

Advocacy, Research & Stakeholder Engagement

- Research business, economic, regulatory, and public policy matters affecting members and prepare briefing notes, reports, recommendations, and advocacy materials.
- Build and maintain productive relationships with business leaders, government representatives, community organizations, members, and stakeholders while supporting advocacy and engagement initiatives.

Executive Coordination

- Provide high-level administrative and coordination support to the CEO, including scheduling, correspondence, meeting preparation, presentations, and briefing materials.
- Track priorities, commitments, deadlines, and follow-up activities to ensure key initiatives and organizational objectives remain on track.

What We're Looking For

- 5+ years of relevant experience in executive administration, supporting projects/initiatives, stakeholder engagement, senior leaders, or Boards.
- Strong organizational, communication, writing, and research skills, with sound judgment, discretion, and the ability to manage competing priorities.

We are looking for someone who is:

- **Organized:** Keeps track of details, deadlines and moving pieces.
- **Initiative & Problem Solving:** Identifies issues, takes appropriate action and seeks assistance when required.
- **Curious:** Enjoys learning about new issues, organizations and ideas.
- **Reliable:** Follows through and can be counted on.
- **Adaptable:** Is comfortable switching between administrative tasks, projects and unexpected requests.
- **Confidentiality & Professionalism:** Handles sensitive information appropriately and demonstrates sound professional judgment.
- **Collaborative:** Works well with the CEO, Board, staff and external partners.
- **Member Focus:** Demonstrates a commitment to supporting Chamber members and the broader business community.

What You'll Bring to the Role

This position would be a good fit for someone who enjoys variety and wants a role that goes beyond traditional administrative work.

You might spend part of your day organizing a Board meeting, preparing materials for the CEO, researching a policy issue, coordinating a project, following up with a stakeholder and making sure an upcoming deadline is on track.

The role offers the opportunity to develop experience across executive support, Board governance, project coordination, research, advocacy and organizational operations while working closely with the CEO and a broad range of people connected to the organization.

Compensation & Benefits

We offer a competitive compensation package commensurate with experience, including extended health and dental benefits, retirement savings support, professional development opportunities, paid time off, and participation in Chamber events and networking activities.

Apply

Please submit your resume and cover letter to **info@reddeerchamber.com**.

Application Deadline: October 30, 2026.

The Red Deer & District Chamber of Commerce thanks all applicants for their interest; however, only those selected for an interview will be contacted.