



Job Title: Administration Coordinator
Location: Virtual / Lethbridge Region
Type: Full-time (1.0 FTE beginning January 2026)
Salary Range: \$25 - \$30 per hour commensurate with experience

About Us

Progressive West Consulting (PWC) is a community-focused consultancy that helps municipalities and community organizations achieve success in a rapidly changing world. We love what we do and pick projects to work on that help make our part of the world a better place. At PWC, we specialize in supporting community and economic development initiatives. We partner with clients to enhance their capacity for impact in their community work. Our team works closely with each client to identify projects and opportunities that will help them advance their community goals, and we work with them to look for funding opportunities to help them afford those projects.

Our company values flexibility and excellence. We are a team of high achievers who like to work at our own pace and on our own terms. We are self-starters who put in the time it takes to achieve our goals and hit our deadlines. We offer a fully remote work environment within southern Alberta.

PWC is in a rapid growth phase and is moving from a small shop towards increasing levels of professionalization while we innovate within the virtual office environment that we have built.

We are very proud of the team of highly capable and motivated individuals that we have assembled. The team at PWC performs at a very high level and has built a mutually supportive and enjoyable corporate culture which we jealously guard.

Job Description

We are hiring an Administration Coordinator to support the Chief Executive Officer and the daily operations of PWC through Administration leadership, office organization, executive support, and assistance with daily bookkeeping tasks. This role requires a proactive professional who can work independently, manage multiple priorities in a multi-task-heavy environment, consistently meet deadlines, communicate professionally with clients, and support a high-performing consulting team through day-to-day tasks.

This is a home-based position with flexible scheduling, outcome-based accountability, and an expectation of high productivity for the right self-starter.

Key Responsibilities

- Coordinate the CEO's calendar, appointments, travel arrangements, and meeting logistics
- Prepare meeting agendas, summaries, minutes, and follow up actions
- Maintain an organized digital filing system for documents, contracts, proposals, and project materials

- Support daily bookkeeping tasks including invoice preparation, expense tracking, reconciliations, and document organization
 - Assist with client communication including email management, intake coordination, and timely responses
 - Monitor deadlines for projects, grant applications, and reporting requirements and ensure reminders are provided
 - Draft, proofread, and format documents such as proposals, reports, letters, and presentations
 - Manage task lists, operational checklists, and internal processes to keep the office running smoothly
 - Handle confidential information with discretion and professionalism
 - Support onboarding and Administration needs for contractors, partners, and clients
 - Maintain accurate records for time tracking, billing, and project documentation
 - Coordinate internal meetings, systems updates, and ongoing workflow enhancements
 - Identify gaps in Administration processes and recommend improvements
 - Provide general Administration support to the consulting team as required
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Skills and Qualifications

- Strong written and verbal communication skills with professional client-facing presence
 - Proven ability to work independently in a home-based setting with minimal oversight
 - High attention to detail and accuracy in document handling, scheduling, and bookkeeping
 - Experience supporting executives or senior leadership in an Administration capacity
 - Strong organizational skills and the ability to manage many concurrent tasks
 - Proficiency with Microsoft Office, Google Workspace, and Canva
 - Experience with bookkeeping tools like QuickBooks Online
 - Familiarity with project management tools such as Trello, ClickUp, or Asana
 - Ability to maintain confidentiality and handle sensitive information securely
 - Comfortable learning new software, systems, and structured processes
 - Experience formatting reports, proposals, letters, and presentation materials
 - Strong time management and deadline awareness
 - Positive interpersonal skills and the ability to support a high performance team
 - Problem solving mindset and the ability to anticipate Administration needs
 - Previous experience in consulting, municipal government, or nonprofits is an asset
 - Reliable internet connection and a suitable home office
 - Certificate or diploma in business administration or a related field is an asset
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Work Flexibility

PWC offers a home-based, flexible work environment. Employment requires availability during standard work hours for meetings, collaboration, and communication. We trust our team to manage their schedules and deliver results. Travel and public event participation will be expected periodically and will be compensated accordingly.

Compensation and Benefits

- \$25-30/hour starting salary (based on 1.0 FTE at 35 hours/week) This correlates to \$45,500 - \$54,600 per year.
 - \$2/hour total for personal tech use and health spending (\$1/hour each)
 - 15 vacation days + paid holidays and Christmas closure
 - 12 days paid sick leave per year
 - Annual salary review with inflation-based and merit-based adjustments
 - Professional development opportunities are also included.
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Why Join Us?

At PWC, you'll be part of a dynamic, mission-driven team committed to building stronger communities. We offer the autonomy of remote work with the support of a passionate, collaborative team.

PWC is also on a strong growth trajectory, and opportunities exist to grow with the team. The company has a high profile with government administrations and agencies, and an excellent reputation.

How to Apply:

Interested candidates should submit a resume, cover letter, and references, to peter.casurella@progressivewestc.com. Your cover letter should highlight your interest in this role and how your experience and skills can contribute to the success of our clients.

