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LEGISLATIVE
ASSEMBLY
OF ALBERTA

Education Guide

Branch: Visitor Services – Parliamentary Services

Date Posted: July 3, 2026

Application Deadline: July 17, 2026

Participate in meaningful work

Visitor Services works to increase public awareness of and engagement with the Legislative Assembly and Alberta's democratic system through public and education programs. We are seeking two individuals to join our team as Education Guides.

As an Education Guide you will be responsible for delivering structured daily education tours and programs for various audiences such as K-12 students, early learners, seniors, English language learners, public service employees, education and tourism professionals and Members of the Legislative Assembly (MLAs). Tours and specialized programs focus on Alberta's parliamentary history, political process and traditions.

In this position you will be a representative of the Legislative Assembly Office (LAO), engaging students and other visitors in an exceptional experience, projecting a positive, professional and nonpartisan attitude along with a commitment to providing visitor/client-centred service.

Contribute to an engaged workplace

The keys to success in this role are your interpersonal skills, presentation skills and ability to communicate to a diverse audience. You are able to deliver a structured educational tour program in English and, ideally, in French as well.

You are confident working independently, using sound judgment coupled with tact and diplomacy to solve problems, which may arise without immediate access to supervisory support.

You are also comfortable doing a considerable amount of walking and other physical activities when required.

Bring your excellence to the LAO

Your background includes demonstrated experience in public speaking, guiding public tours or school tours. Candidates must possess a high school diploma and a minimum of one year of relevant experience.

Your knowledge of parliamentary process, Alberta's history, tourism information and current events is essential. Familiarity with professional office practices, standard software and equipment is necessary.

Fluency in French is considered an asset as you may be required to conduct tours and programs in French-speaking environments.

You are flexible in terms of scheduling, including being available to work irregular hours as required. You are available to work Monday through Friday for approximately 30 hours per week.

Why choose the LAO

Enjoy challenging work in a beautiful location, supported by a rich history.

We are offering a salaried position in a skilled, diverse and united workforce where employees feel engaged, supported, safe, respected and valued. The biweekly salary range for this position is \$1,742.83 to \$2,205.23, dependent on qualifications. We support your career development throughout your time with us at the LAO.

Our comprehensive benefits package includes health and dental options you can choose based on your needs and alter annually at Choice Point time and an annual health spending account to supplement your coverage. As a salaried employee you will also participate in the Alberta public service pension plan (PSPP).

We value employee wellness and work-life balance. The LAO starts all salaried employees at 15 days of vacation per year and provides a variety of leaves for life events. All employees can access the free and confidential employee and family assistance program.

To apply for this position, please submit your resumé and a cover letter highlighting your relevant experience to HR@assembly.ab.ca. The deadline for applications is **July 17, 2026**.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted for an interview. Final candidates will be asked to undergo pre-employment checks.