

Please fill out the Career Posting form and submit it by email to info@aaa.ab.ca. Please note that ONLY forms saved in PDF format will be accepted for posting on The Alberta Association of Architects (the AAA) website. Supplementary information and/or graphics (i.e. charts, logos, etc) are not permitted on the Career Posting forms. Employers will be asked to remove these additions before the form is posted onto the AAA website.

Job postings will remain active on the AAA website for 30 days. Initial fees for job postings are as follows:

- › Registered Firms/Corporations: Free
- › Non-members Firms/Corporations: \$250.00 + GST

Employers will contact the AAA one week prior to the posting expiration to renew the posting for an additional 30 days. If no confirmation of renewal is received, the posting will be removed on the date of expiration.

Renewal fees are as follows:

- › Registered Firms/Corporations: Free
- › Non-members: \$100.00 + GST

Payment Information

The Alberta Association of Architects currently accepts cheques, credit card payments and e-transfers as payments for career postings. Career forms will not be posted on the website until payment has been received.

Payment by Mail: Please make cheques payable to the Alberta Association of Architects and reference “career posting” on the cheque.

Credit Card Payment: Payment can be made by contacting the AAA office (780) 432-0224. Please do not send credit card information by mail or email.

E-Transfer: Payment can be made via your banking institution using Interac. Please send funds to accounting@aaa.ab.ca and reference “career posting” in your e-transfer.

Please note: Charges may incur with your banking institution to use Interac.

By submitting your Career Posting Form, you are agreeing to the terms stated above.