



Job Title:	Administrative & Communications Assistant	Position Type:	Full-time
Location:	Charlottetown, PE At office and remote work	Salary:	\$22-\$26/hour
Travel:	Required to travel occasionally across PEI	Benefits:	Vacation and sick leave Health and dental, Life insurance

ORGANIZATION MISSION

To advance the sustainable growth and prosperity of quality farmed seafood production

SUMMARY STATEMENT

Reporting to the Executive Director of the PEI Aquaculture Alliance, the Administrative and Communications Assistant provides key support to the organization's activities in the areas of, administration, finance and communications. The Administrative and Communications Assistant works with PEIAA staff, members, board members and key stakeholders.

ROLES AND RESPONSIBILITIES

Administration:

- Receive and process all invoices, statements, and payments.
- Receive and track payments via Square, PayPal, cash, and cheque.
- Prepare and review travel claims from staff.
- Prepare and upload accounts receivable details for funding claims.
- Prepare and upload accounts receivable details for membership dues.
- Prepare and upload accounts payable (e.g., monthly bills such as rent, telephone)
- Receive and process project claims.
- Maintain operational and project files both electronically and physically.
- Maintain Association By-Laws and Policies
- Collaborate with various agencies and organizations to ensure timely receipt of documents, payments, articles, etc.
- Prepare and submit administrative and project files for auditing.
- Other duties as assigned.

Communications:

- Respond to queries by email, telephone, and in person.
- Prepare written correspondence, emails, and social media posts.
- Prepare quarterly newsletter in collaboration with other staff, members, and key stakeholders, including outreach for potential stories of interest.
- Coordinate supplier member adverts, social media, and networking opportunities (tradeshows and sponsorship).
- Maintain membership contact database.
- Maintain stakeholders contact database.
- Prepare agendas, minutes, and reports for Board meetings and Annual General Meetings.
- Create invitations, posters, registration forms, etc. for events.
- Organize meetings, events, and educational presentations.
- Participate in the PEI International Shellfish Festival.



REQUIREMENTS

Education and Experience:

- High school diploma or equivalent
- Significant experience with MS Office, particularly Word, Excel, PowerPoint and Outlook
- Significant experience with Sage or other accounting software systems
- Experience with other administrative software (e.g., Adobe Acrobat, MailChimp)
- Experience with mass communications via electronic newsletters, social media posts and email.

Qualifications:

- Ability to take minutes actively and effectively in virtual and in-person meetings.
- Experience working in an office setting.
- Highly organized
- Strong attention to detail
- Strong interpersonal relationship skills in formal and informal settings

Desirable Qualifications:

- Post-secondary diploma
- Experience with aquaculture, seafood, or agriculture industries.
- Experience working for a not-for-profit organization.

PHYSICAL REQUIREMENTS

- Sitting for extended periods of time
- Occasionally lifting and carrying up to 50 lb

WORKING CONDITIONS

- 37.5-hour work week (8:30 a.m. – 4:30 p.m. with 30-minute lunch break)
- Some evening, weekend and early morning work will be required.
- Group health, dental and life insurance available after a six-month probationary period.
- Two weeks paid vacation per year, accrued in arrears.
- Statutory holidays, plus additional paid civic holidays after six-month probationary period.

CONDITIONS OF EMPLOYMENT

- Be legally eligible to work in Canada.
- Hold a valid driver's license.
- Have access to a vehicle and insurance for work use of a private vehicle.
- Current criminal record check.

To apply, please submit, in PDF format, your resume, and a cover letter detailing how your qualifications and experience meet the position's requirements. To Peter Warris, ed@aquaculturepei.com.