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PEI Watershed Alliance Administrative Assistant

Provision of administrative support services to Water Alliance board members and staff

This position is responsible for the overall administrative support for the Watershed Alliance, providing administrative, financial and related assistance to the Directors and staff.

Duties will include, but may not be limited to:

- drafting internal and external correspondence, day to day communications between the WA and its stakeholders, and social media updates as required
- liaising with Government Departments other non-government agencies, and regional and national committees
- scheduling meetings and appointments of the WA Board
- arranging for meeting space, audio-visual equipment, refreshments, and other requirements for internal and external meetings and training sessions.
- preparing agenda and minutes of meetings as required.
- processing and tracking all revenue and expenditure invoices.
- monitoring use of office equipment and supplies, and ordering replacements, repair or upgrades as necessary.
- preparing financial statements as requested by WA Board.
- participating in regular WA meetings.
- serving as the primary contact and record-keeper.
- maintaining confidentiality of personnel and human resources files and correspondence (e.g. PDPs, job descriptions, conflict-of-interest forms, etc);
- providing support with budgets for funding applications as required.
- Act as the plan administrator for the PEIWA group benefit policy and coordinate group liability insurance details

Required Skills

- Strong communication skills
- Basic record keeping
- Basic knowledge of accounting and related programs.
- Knowledge of Microsoft Office Suite and Google Suite.
- Ability to assist with presentations as necessary.

Compensation

\$17-\$20/ hr (depending upon experience) plus group benefits, for 37.5 hour/week

To begin asap... Please send a cover letter, resume and the contact information for three professional references to the Chair of the PEIWA, Mr. Mike Durant, at forcemans.son@gmail.com. Application deadline July 28, 2021.