



****PLEASE NOTE THAT YOUR APPLICATION MUST INCLUDE A COVER LETTER TO BE CONSIDERED FOR THIS POSITION**

Part-Time Administrative Assistant

The PEI Business Women's Association is seeking a responsible, energetic and hardworking individual to serve as a part-time administrative assistant in our Charlottetown office. The position will report directly to PEIBWA Director Shelley Jessop. It involves 15 hours of work per week, at \$20 per hour. An interest in and some experience with bookkeeping and accounting procedures is highly desirable. These are the responsibilities of this position:

- Understand and help to facilitate the paperflow between our office administration and our bookkeeper.
- Learn about our operating systems (including Wild Apricot, Dropbox and MS Office) and be able to employ them on our behalf.
- Help organize and participate in in-person or online team meetings.
- Answer phones and check email, providing information in a professional manner and/or directing inquiries to the appropriate staff members.
- Help track upcoming community events and maintain a shared community events calendar to be referenced by all PEIBWA staff.
- Contribute to an effective, confidential, and accountable filing system for PEIBWA documents and records..
- Assist in the execution of PEIBWA events and other tasks as directed by the Director.
- Help order office supplies and maintain inventory. .
- Other duties as required by the Executive Director.

Formal Education/Training Required:

- Office administration training or equivalent work experience for one year is desirable.
- Experience working with non-profit organizations, bookkeeping and/or accounting experience would be considered a strong asset.
- A keen interest in supporting the needs of women in business. Motivated and eager to build upon their own knowledge through continuous learning.
- Good troubleshooting skills. A self-starter who can prioritize tasks and juggle multiple projects while meeting deadlines.
- Self-directed and comfortable working with minimal supervision.

- Good oral and written communication skills with an eye for detail.
- Get along with supervisors and co-workers; respect the leadership of the organization; work collaboratively and harmoniously as part of a team; and deal effectively with situations that involve attitudes, opinions and feelings of others.
- Reliable, hardworking, and client-focused.

This position will be based in the Charlottetown office, but may occasionally be called upon to travel throughout the province. Other duties may be assigned by the Executive Director.

Qualified applicants should forward a **cover letter and current resume** to Margaret Magner, Executive Director, PEI Business Women's Association at margaret@peibwa.org with "Part-time Administrative Assistant" in the subject line.

APPLICATIONS WILL BE REVIEWED UPON RECEIPT, AND THE APPLICATION PROCESS WILL BE OPEN UNTIL THE POSITION IS FILLED. WE SEEK TO HIRE AN INDIVIDUAL AS SOON AS POSSIBLE.

Thank you to all that apply; however, only those that are selected for an interview will be contacted.