

Executive Assistant –

Nature NB

Fredericton

Part-time (20 hours/week, \$14/hour) 6 month contract position starting January 2018, with possibility of renewal

Nature NB is currently seeking an Executive Assistant to offer clerical support to the Executive Director and other staff.

Responsibilities include:

- Managing membership database
- Processing incoming and outgoing mail
- Processing tax receipts
- Managing event registrations
- Organizing and scheduling meetings and preparing corresponding documents (e.g. agenda, minutes)
- Coordinating travel arrangements for staff
- Writing job postings and scheduling interviews with candidates
- Helping to manage digital and print publications by tracking submissions and managing volunteer workflow
- Implementing and maintaining filing systems (paper and digital)
- Preparing reports as required, including financial documents
- Assisting the Executive Director in her duties

Qualifications:

- Diploma in business administration (or equivalent work experience).
- Proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Excellent computer literacy.
- Excellent written and verbal communication skills. *French language skills an asset.*
- Independent and self-motivated.
- Detail-oriented, with strong proofreading abilities.
- Excellent organizational and time management skills, with ability to multitask.
- Team player who works well with others.
- *Experience working in a non-profit setting an asset*
- *Valid class 5 driver's license and access to personal vehicle are assets*

Work environment:

The Executive Assistant can expect a fast-paced work environment with the need to manage several duties at once. Flexible hours are offered (within normal Monday to Friday business hours).

About Nature NB: We are a non-profit, charitable organization whose mission is to celebrate, conserve and protect New Brunswick's natural heritage, through education, networking and collaboration. Founded in 1972 as the New Brunswick Federation of Naturalists, the organization is presently comprised of a dozen naturalist clubs and hundreds of members across the province. In addition to encouraging a better understanding of the natural environment and awakening concern for our province's natural heritage, Nature NB recognizes the importance of actions to preserve and maintain

that natural heritage. We achieve both through various programs for youth and adults, and through the development of educational materials.

To Apply: Send your cover letter and résumé to Vanessa Roy-McDougall at executive.director@naturenb.ca.

No phone calls please.

Only candidates selected for an interview will be contacted.