

Job Title: **Administrative Coordinator**

The Coalition for Women in Government is a non-partisan organization dedicated to advancing women's leadership in the political, civic, and democratic life of PEI. Our vision is for better outcomes for PEI from leaders as diverse as the population. The coalition is committed to working collaboratively in the community and planning its actions based on the best evidence and analysis available, always with an intersectional feminist lens

The PEI Coalition for Women in Government is seeking a detail-oriented individual to organize and coordinate office administration and procedures.

Accountable to: Executive Director

Contract Duration: 12-month contract with possibility of extension

Pay rate: \$16-18/hour

Hours: Part-time (20 hours/week)

Administrative Coordinator Job Responsibilities:

- Maintain and update a membership database
- Provide support with programs and projects
- Contribution of ideas and content for communications
- Maintain records as required
- Support with daily bookkeeping tasks
- Other duties as required

Skills and Experience:

- Time management skills
- Strong interpersonal and communication skills
- Ability to work with diverse stakeholders
- Knowledge of intersectional approaches
- Knowledge of membership management software such as Wild Apricot is an asset
- Experience in the non-profit sector is an asset

Equity Statement

People from marginalized communities, including but not limited to women, indigenous people, people with disabilities, people of colour, queer and trans people, people who have migrated, refugee, or immigrant and people of low socioeconomic status are especially encouraged to

apply. Please indicate in your cover letter if you consider yourself to be a member of a marginalized community and would like to be considered as such for the purpose of this hiring process.

A complete application will include a cover letter and a resume highlighting relevant experience and skills, to be submitted as a PDF by email ONLY to peiwomeningovernment@gmail.com by 5:00 p.m. ADT on Friday, March 25, 2022. Only applicants who are asked for an interview will be contacted.