



## ***Job Posting***

### ***Executive Administrator***

**Location:** 176 Great George Street, Suite L-05, Atlantic Technology Centre, Charlottetown, PE

**Full Time:** 37.5 hours/ week

**Salary Range:** \$35,000 - \$40,000 per annum

**Application Deadline:** January 7th, 2022

**Are you looking to work for an organization committed to removing barriers and providing resources for the Black community in PEI? Got some experience under your belt, and looking for a role that lets you grow and do meaningful work? Take a look at this newly established role!**

#### **Your Career as an Executive Administrator at the Black Cultural Society of PEI (BCSPEI):**

The Black Cultural Society of Prince Edward Island (BCSPEI) is a not for profit organization located in Charlottetown PEI. Established in 2016 as a community group, we are now a non-profit with a growing mandate to preserve PEI's Black history and to create and advocate for resources that will help develop and strengthen the Island's Black community.

We have been hard at work building initiatives and programs that enhance the quality of life for Black Islanders and are looking for an ***Executive Administrator*** to help us in our goal to create a more equitable and inclusive PEI.

Your primary responsibility in this role will be to assist the Executive Director (ED) in the performance of their duties and provide administrative support to the BCSPEI team where needed.

#### **How you will contribute:**

##### **Administrative and Office Support:**

- Serve as first point of contact for the organization (e-mail, phone, in person and social media) responding to confidential, complicated and routine inquiries using tact and sensitivity
- Manage shared inboxes daily by responding to emails where appropriate, flagging items for the ED, and ensuring that the inbox is kept organized and clean.
- Organize and schedule appointments for ED and team and manage the BCSPEI event calendar
- Oversee all written and digital coordination from the society, including the e-newsletter, website, and social media presence. Write and distribute email, correspondence memos, letters, forms, and press releases.
- Research and prepare various reports for information required by management for review
- Perform technical, specialized and complex office administrative work requiring use of independent judgment and with minimal direction
- Basic bookkeeping, database management and general office support. Maintain organizational files and documents.



### **Communications and Program Support:**

- **Content Creation, Curation and Management:** Help create and manage BCSPEI communication content, including key messages, copy written content, graphics, photographs, videos, infographics, and icons. Create and curate content for e-newsletter. Manage database of media contacts, members, partners and potential communication-oriented networking opportunities.
- **Event Support:** Support event organizing by setting up registration, logistics, and promotion for online and onsite events and facilitate the technical aspects of hosting an event.
- **Website Updates:** Help keep the BCSPEI website up to date with the latest information on BCSPEI programs. The updates will include program updates, calls for applications, etc.
- **Social Media:** Assist in designing and implementing social media strategies by creating, editing and posting content as per schedule on Twitter, Facebook, LinkedIn, Instagram and other emerging digital platforms. Help organize information to ensure all updates are shared through most apt channels and analyze the effectiveness and reach of social media campaigns.
- **Research:** Research and compile resources, data and background information for communications (program development) geared towards targeted audience groups e.g.: youth, immigrants, Black community living on Prince Edward Island, etc

### **Qualifications & Attributes:**

- Passion for or interest in non-profit organizations and community groups in Prince Edward Island, and Black history and culture
- Ability to work both independently with minimal supervision, and in a collaborative environment
- Adaptable and flexible, able to prioritize tasks and meet deadlines and solve problems creatively
- Great attention to detail. Ability to develop and implement effective work plans, prioritizing competing tasks while meeting deadlines.
- Excellent written, verbal, and digital communication skills.
- Proficiency with a range of computer programs, including Google suite, Canva, project management applications, databases and web-based applications. Familiarity with Quickbooks is a plus.
- Bilingual applicants will be considered an asset

### **Education and Experience:**

- A Bachelor's degree or diploma in business administration or related discipline and/or equivalent work experience
- Experience in development/coordination/implementation of events
- Experience creating designs and/or familiarity with using design software to create promotional and communication materials
- Experience in curating, editing, repurposing content for different channels including websites, newsletters, and other external communication (ex. Mail Chimp, Instagram, Facebook, Twitter)



## Application Details

Submit a pdf version of your resume to [info@bcspei.ca](mailto:info@bcspei.ca) and include **Executive Administrator** in the subject line. With your pdf resume, please include a short summary of what **building community** means to you.

If you have any questions about the application template, criteria, process etc. please email: [info@bcspei.ca](mailto:info@bcspei.ca) with your questions.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to [info@bcspei.ca](mailto:info@bcspei.ca)

**Application deadline: January 7th, 2022**

Thank you for applying. All applicants will receive a response via email. Short-listed candidates will be contacted to arrange for an interview.

## Eligibility

Candidates must be legally entitled to work in Canada at the time of application.

### Please Note

Due to the mandate of the host organization, Black Cultural Society of PEI, strong preference will be given to candidates that self-identify as Black or of African descent (Africans and African-heritage people from Latin America, the Caribbean, the Americas, Europe, etc.).

*BCSPEI is an equal opportunity employer. BCSPEI and its executives are committed to equal employment opportunity, affirmative action, and to encouraging a diverse and inclusive work environment. We are committed to recruiting, hiring, developing and promoting volunteers and employees without discrimination or harassment. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.*

*BCSPEI does not discriminate in any area of recruitment, employment, or volunteer work including compensation, benefits, hiring, and promotions and terminations. We believe and are committed to treating all volunteers and employees with respect and employment actions should be based on job-related factors. Employment actions must not be based on race, colour, religion, creed, gender (including pregnancy), sexual orientation, marital status, gender identity or expression, national origin or ancestry, genetics, age, disability status, protected veteran or service member status, citizenship status when otherwise legally able to work, or any other characteristic protected by law*