



JOB POSTING: Administrative Assistant (part-time), artsnb

- Job Title:** Administrative Assistant (part-time), New Brunswick Arts Board (artsnb)
- Terms:** Annual (renewable) contract, subject to an initial three-month probation period and annual performance evaluations
- Hours:** 3 days (21.75 hours) per week, permanent employment year round
- Salary:** \$21.19 to \$27.96 per hour, depending on experience, plus competitive benefits
- Bilingual:** Excellent oral and written fluency in English and French is required
- Location:** Office space is available in our Fredericton office, but remote work is also possible.

Education and Experience:

- Post-secondary diploma / degree or equivalent experience;
- Minimum 3 years of administrative support experience, preferably in the charity or not-for-profit sectors.

Required Qualifications:

- Excellent English and French communication skills, both written and spoken;
- An ability and comfort working independently and in a tightly integrated team;
- Outstanding time management skills;
- Excellent interpersonal and customer service skills;
- A good understanding of the art sector in NB would be an asset;
- Data analysis, budget management, and reporting capabilities (Microsoft Excel);
- Knowledge of Sage 50 Software would be considered a strong asset;
- A facility with online technology and virtual communication tools (Zoom).

Roles and Responsibilities:

Reporting directly to the Executive Director, the Administrative Assistant will:

- Answer general inquiries in EN/FR and direct to appropriate staff;
- Order and maintain office supplies and equipment;
- Complete intern grant applications, including Canada Summer Jobs;
- Maintain the archiving schedule for deposits at NB Archives;
- Organize logistics for board and committee meetings and prepare information packages for board and committee meetings;
- Take notes at board and committee meetings and write up minutes in English and French;
- Process payroll and RRSP contributions and source deductions;
- Maintain proper reporting systems for staff working hours, overtime, and sickness sheets;
- Coordinate with Service Canada, Chambers Insurance, and other insurance companies regarding employee and board member records; and
- Fill out required paperwork for new employees and board members;

Related tasks:

- Upon request, attend and take notes board and committee meetings, prepare accurate reports and minutes, and perform all duties assigned by the Executive Director;
- Support in production of Annual Report and any other type of report that artsnb may produce;
- Assist in other special projects as conferences and the biennial Lieutenant Governor's Awards ceremonies and gala;
- The position may require occasional travel within New Brunswick, so a valid driver's license would be an asset.

Competition open date: Immediately

Competition close date: May 31, 2022, unless a suitable candidate is found sooner; interested applicants are therefore encouraged to apply as soon as possible

To Apply: Please provide an up-to-date curriculum vitae (PDF file) plus two short cover letters in both official languages (one in English and one in French). Send these documents to Tilly Jackson, at tjackson@artsnb.ca.

**artsnb encourages applications from individuals from equity-seeking groups (BIPOC, 2LGBTQIA+, disabled artists)*