



Architects Association
of Prince Edward Island

JOB DESCRIPTION – ADMINISTRATOR (Part-time)

- Manage the day to day activities of the Association
- Process memberships and mail; maintain member files
- Address inquiries; process payments
- Arrange meetings, events and promotional activities
- Write press releases, grants and online content
- Represent AAPEI at national/regional Association meetings
- Record monthly Council meetings; provide project updates
- Facilitate year-end financial reports with external auditor
- Administer website and Facebook page
- Monitor building permits issued
- Support activities of the Association and assist Council
- Hold knowledge of or gain Architecture Act knowledge
- 20 hours per week
- Compensation dependent upon experience

REQUIRED SKILLS

- Prior office management experience
- Excellent organizational and interpersonal skills
- Exceptional communicator, orally and written
- Ability to work independently
- Education and/or minimum of three (3) years work experience in office administration, marketing and budgets/bookkeeping
- Adept with MS Office; a working knowledge of Sage Simply Accounting; Facebook, social media; and website (Wordpress) management
- Ability to manage a diverse set of tasks, queries and initiatives while interacting with various partners & members
- Deliver public presentations and appearances

Forward a resume and letter of application to director@aapei.com or 92 Queen Street, Charlottetown PEI C1A 4B1 by Monday, August 8th, no later than 4:00 PM. Only candidates chosen for an interview will be contacted. No phone calls please.