



Job Description

Provincial Coordinator

PEI Association of Community Schools

You are an experienced multi-tasker with strong technical, administrative and interpersonal skills.

You appreciate the inherent value of tradition and the importance of honoring it and you are also excited to introduce and implement new methods and systems to help expand our reach to a broader market.

The Community School Association has been actively offering volunteer-run classes across the Island for just over fifty years. We are looking to expand our reach to the young adults on PEI who may be looking for affordable learning and socializing opportunities while maintaining a strong relationship with the older demographic who currently make up the core of our membership.

As Coordinator for the Association it will be your job to assist the volunteer Board of Directors to manage day to day business as well as to advise on and implement advertising and outreach to our greater community. You will be required to maintain contact with our current roster of 25+ schools as well as make yourself available to help new schools get established.

You will be responsible to manage and update our website and facebook page. You will be called upon to assist the Association with the task of revisiting and revamping our policies and procedures as well as our Community School manual. You will be required to administer and run two Association conferences each year and to manage and maintain school statistics and merchandise.

It is important that you be able to work from home and that you have enough space to house the school-related materials. You will also be required to visit schools while they are offering classes and to attend their annual closing ceremonies.

You will be required to provide administrative support and be prepared to speak and provide guidance and encouragement at school-specific and Provincial gatherings.

The ideal candidate will have 3-5 years' experience in a leadership role for a community organization.

You will have demonstrated a level of proficiency with the following tools:

- Microsoft Office
 - Word
 - Outlook
 - Excel
 - Project
 - Office 365
- Facebook
- Google and various online Software
- Accounting Software

Salaried Term: 8 - 9 Months, part time, variable hours.

Term evaluated annually.

Work from home, storage space essential and valid Driver's License and reliable vehicle necessary.