



**ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.**  
**ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.**  
P.O. Box 7988, Grand Falls, NB, E3Z 3G1  
TEL : (506) 475-2415

## **Event Coordinator / Administrative Assistant**

The Association of Municipal Administrators of New Brunswick (AMANB) is a professional association dedicated to excellence in municipal administration through professional development, the exchanging of information and ideas, and in partnership with other organizations whose objectives are working toward the betterment of local government in New Brunswick. The AMANB is a non-profit association which provides a broad range of membership service to over 350 members. It is an active organization, with an array of ongoing projects and initiatives.

**The opportunity:** one year contract, part-time for 15 hours per week, with the possibility of extra hours during certain times of the year.

Under the direction of the Association of Municipal Administrator's Executive Director, **the Event Coordinator/Administrative Assistant** is responsible for the logistics involved for a successful execution of all AMANB events and activities. As well, the ECAA provides membership support and coordinates activities of AMANB committees. The position requires a high degree of initiative and confidentiality. As an:

**Event coordinator:** You will provide logistical support for conferences and events, primarily the AMANB Annual Conference in June 2023. This will include working with the organizing committee, executive director, sponsors and exhibitors.

**Committee support:** You will be responsible for taking minutes of the association's board and committee meetings and assisting in the organization of meetings

**Member platform:** You will be responsible for helping members in working with our new collaborative platform, called Member 365.

**Website maintenance:** You will be responsible for maintaining the AMANB website. Training in the content manager system (WordPress) will be provided.

**Finance:** Basic accounting duties such as invoicing & bank deposits.

### **Education/Training/Knowledge/Skills & Ability:**

- Education or training through a recognized institution
- Excellent communication skills both verbal and written in FR & EN
- Thorough knowledge of administrative/office management practices

- Excellent organizational and time management skills with proven abilities to prioritize a heavy workload with competing priorities
- Ability to work independently
- Must be flexible, mature and resourceful
- Good judgment and ability to solve problems
- Computer skills: Microsoft office (Excel, Word, PowerPoint)
- Must have valid driver's license and be willing to travel within New Brunswick

**Experience:**

- Customer service
- Event planning
- Working with volunteers, committees and boards

**The following would be an asset:**

- Experience working in a not-for-profit or municipal government environment
- Knowledge of local government in New Brunswick

**Salary:** 20 to 25\$/h

**Location:** Remote position to be based anywhere within New Brunswick

If you are interested in this offer, please send us your resume and cover letter by March 15, 2023 to [info@amanb-aamnb.com](mailto:info@amanb-aamnb.com) .

For more information on the Association of Municipal Administrators of New Brunswick and for a copy of the job description please visit [www.amanb-aamnb.ca](http://www.amanb-aamnb.ca)

Although we thank all applicants, only those being interviewed will be contacted.