



**Employment Opportunity  
PEI Military Family Resource Centre**

**Program Associate (PA) (Permanent Part-Time)**

Under the direction of the Executive Director, the PA is responsible for providing confidential program support and assisting with all operational and administrative duties at the PEI Military Family Resource Centre.

Term: To Start ASAP

Part-time: 22.5 flexible hours per week with some evening and weekend work required. Primarily onsite in Charlottetown with some travel throughout the province required.

Starting Salary: \$20 per hour

Conditions of employment: Successful screening through a Criminal Record Check and Enhanced Reliability Screening (DND) will be required.

**Qualifications Required:**

- Minimum of a post-secondary diploma in office administration or a social sciences field or equivalent experience.
- Experience in a not-for-profit environment.
- Strong customer service and inter-personal skills.
- The utmost commitment to client well-being and confidentiality.
- Strong ability to organize and prioritize workload effectively to meet deadlines.
- Highly proficient in MS Office suite of software.
- An understanding of the unique needs of military and veteran families.
- The ability to work both independently and as a part of a multi-disciplinary team.
- Awareness of risk management, community development, and volunteer engagement best practices.
- Able to record and report statistics.
- Special event planning and implementation experience.

**Qualifications Desired:**

- Personal experience with the Military or RCMP Lifestyle.
- Bilingual (English and French) is an asset.
- Drivers' License and clean drivers' abstract.

**The successful candidate's responsibilities will include the following:**

- In collaboration with the other staff, assist with the planning, preparation, and execution of all special events of the PEI MFRC. This may include administration, shopping, collecting registration, statistics, set up, transportation, etc.
- Perform the duties of the receptionist on a back-up basis.
- Participate in and help plan community engagement activities.
- Participate in and contribute ideas to staff meetings and planning sessions.
- Other duties as assigned.

Eligible candidates are invited to submit a Cover Letter and Resume, clearly outlining their ability to fulfill all position requirements, by email to [resumes@pei-mfrc.org](mailto:resumes@pei-mfrc.org) no later than 4:00 p.m. on Friday, November 18, 2022.