



TOWN OF POUCH COVE

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Pouch Cove, NL
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JOB DESCRIPTION – EXECUTIVE ASSISTANT (8 months with possibility of extension)

Employment Type: CONTRACTUAL

Rate of Pay: \$20/hr - \$23/hr (Subject to education and experience)

Expected Start Date: February 9th, 2026

To apply for the Executive Assistant (Contractual) Position, please submit a cover letter and resume that demonstrates you have the skills, qualifications, experience, positive work ethic, and commitment to succeed in this role. Applications must be submitted by 4:00pm on January 23, 2026 by e-mail to rodneyhynes@pouchcove.ca. Late or incomplete applications will not be considered.

POSITION DESCRIPTION

This position is accountable for the provision of executive administrative support to the Chief Administrative Officer, senior staff and council.

SUPERVISION

This position reports directly to the Chief Administrative Officer.

JOB DUTIES/RESPONSIBILITIES

The Executive Assistant is responsible for providing support in the day-to-day operations of the Town, including administrative support, clerical support, financial support, ATIPP support, communications support, and other related duties.

DUTIES

1. Executive Support

Provides executive support to the CAO and Council, including but not limited to:

- Researches and prepares files, maintains correspondence, agendas, and Town documents.
- Schedules meetings and takes meeting notes.
- Maintains a shared outlook calendar for important dates, town events and council business
- Books professional development for all employees.
- Books training for council.
- Coordinates travel planning for council when needed.
- Assists CAO with Planning and Development and Public Works files; and
- Promotes team building.

2. Accounting

Provides accounting services support to the accounts receivable and accounts payable staff, including but not limited to:

- Provides accounting receivable and payable services as necessary.
- Assists with tax collection.
- Maintains assessment roll; and
- Liaises with stakeholder such as government and vendors.

3. Access to Information and Protection of Privacy (ATIPP) Coordination

Provides support to the ATIPP Coordinator in responding to requests for information under the *ATIPP Act*.

4. Communication

Creates communications content on behalf of the Town, including but not limited to:

- Develop communication materials such as social media posts and marketing ads;
 - Designs and manages templates for meeting minutes, proclamations, council and town announcements
 - Maintains Town website including regular updates to calendar of events
 - Develops and produces flyers, advertisements, posters for print circulation including posting of same;
 - Promotes communication and materials through appropriate channels;
 - Ensures all communications and marketing materials align with Town standards;
 - Maintains all communication materials for the Town.

5. Other related duties as may be required by the Chief Administrative Officer.

EDUCATION/QUALIFICATIONS

- Degree or Diploma in Business or Office Administration or related field with 5 years experience as an executive assistant or other relevant administrative support experience. Equivalent combination of education and experience will be considered
- Knowledge and understanding of the *ATIPP Act* is preferred
- Experience with accounting software (TownSuite is preferred)
- Communications experience including copy/editing an asset
- Excellent knowledge of MS Office
- Ability to work independently and as part of a team.
- Strong interpersonal skills and the ability to build relationships in a respectful manner
- Ability to maintain confidentiality of highly sensitive information
- Attention to detail
- Experience in a municipal environment is preferred

WORK HOURS

This position normally works 8:30am – 5:00pm, Monday to Friday, with a 30 minute lunch break. Total regular hours per week equal 40.0. Work outside of these hours may be required.

NOTICE OF CANCELLATION

The Town of Pouch Cove reserves the right to cancel this posting at anytime without further notice.