



## **TOWN OF POUCH COVE**

660 Main Road  
PO Box 59  
Pouch Cove, NL  
A0A 3L0

(709) 335-2848 (ph)  
(709) 335-2840 (fa)  
info@pouchcove.ca  
www.pouchcove.ca

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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 9<sup>th</sup>, 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](mailto: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.