RECRUITMENT PACKAGE

PART-TIME

ADMINISTRATIVE ASSISTANT

Closing: May 27, 2025 – 3:00 pm (Local Time)

ABOUT US

The Rural Community of Fundy Shores (Fundy Shores) was established on January 1, 2023, as a result of local governance reform. Fundy Shores is the home to nine communities (Prince of Wales, Pocologan, New River, Dipper Harbour, Chance Harbour, Musquash, Maces Bay, Lepreau, and Little Lepreau) encompassing approximately 350 square kilometers and 2100 individuals. Population increases significantly in the summer months due to our rich tourism attractions.

We are a diverse and expansive community, that boasts beautiful rocky coastlines, pristine sandy beaches, beautiful lakes, and hidden trails. To say the least, we believe Fundy Shores is Rural Living at its BEST!

Benefits

- Part-Time Hours, which can benefit an employee with other obligations.
- Potential for growth into a full-time role in the future.
- Career Development Opportunities
- Collaborative Work Environment
- Involvement in important public initiatives

POSITION PROFILE

ROLE OVERVIEW

This position is a direct report to the Chief Administrative Office, with a work schedule starting at 16 hours per week (Monday – Thursday 12-4pm), at times it may include evenings and weekends, depending on activities and may include statutory holidays, if deemed necessary by the Chief Administrative Officer for supporting the essential activities in the community.

Fundy Shores is in the process of designing and implementing many projects and programs and the workload has indicated that additional support is required in Administrative Services.

QUALITIFACTIONS

The minimum qualifications required to successfully perform the role of Community Coordinator are as follows:

- High School diploma supplemented by post-secondary education in a relevant discipline (Administrative Assistant, etc.)
- Experience in an office setting would be an asset.
- Valid New Brunswick driver's license and reliable transportation.
- Equivalent combination of education and experience may be considered.

KEY COMPETENCIES & PERSONAL ATTRIBUTES

The following skills and abilities are required:

- Effective Communication Skills
- Client Service Orientation
- Strong Interpersonal Skills
- Strong Organizational Skills
- Strong Office Technology and Information Technology Skills
- Willingness to attain additional education and/or training.

(Complete Job Description included in the Appendices)

STRATEGIC DIRECTION

Priority

- Provide support to the Chief Administrative Officer in their role enabling them to focus on high-level strategic goals.
- Assist with Meeting Preparation and Follow-up.
- Assist with meeting notes and tracking action items.
- Ensure confidentiality and discretion to handle sensitive information.
- Maintain professionalism with internal and external stakeholders.
- Document and File Management
- Assist with Project and Task Management

Fundy Shores Council and Staff continually engage the public, committees, and corporate stakeholders to ensure they (Council) act in the best interest of the Community. Our strategic direction is set on the foundation of good governance. On that foundation we aim to see growth in Community and Economic Empowerment, Recreation and Destination Development and Safe Community and Emergency Preparedness. Committees have been established to provide direction and recommendations on these areas of interest.

Much of the work completed surrounding these important pillars in our community, are completed by the CAO. Due to the nature of the work, project timelines and various other responsibilities of the CAO, it is the opinion of Council, that support needs to be provided to the position of CAO. This is to allow their work on larger project management to continue, with the general administrative functions of the office being delegated, when possible, to an additional staff member.

Fundy Shores – Strategic Pillars

Current Projects

(Which would be transferred, if not completed, to the Part-Time Administrative Assistant.)

- Filing
- Scanning Invoices,
- File and Document Management
- Document typing/reviewing.

2025 Projects

To better understand the obligations of the CAO for 2025 a *brief* list of large-scale projects can be seen below:

- 5 Environmental Trust Fund Studies
- Safety Month Presentations and Events
- Emergency Management Update
- Asset Management
- Residential and Commercial Incentives
- Tourism Strategy
- Community Needs Surveys
- Human Resource Planning and Documentation

BECOMING A CANDIDATE

SUBMITTING A RESUME

Should you decide this position is of interest to you, please apply in confidence to: resumes@fundyshores.ca

Or:

Rural Community of Fundy Shores
Attention: Linda Sullivan Brown, CAO
31 Malcolm Meehan Road
Musquash NB
E5J 2G2

Subject Line in email or on envelope: “Part-Time Administrative Assistant”

PRE-SCREENING

After the closing date of May 27, 2025 at 3:00pm resumes will be compared against the key competencies set out in the job description and against the backgrounds of other candidates. We will arrange to speak with, and/or meet with, candidates whose experience and qualifications align the most with those described in the job description (attached in the Appendix).

INTERVIEW – ROUND 1

Following the pre-screening, we will further refine the group of candidates best suited to the role based on initial interviews. The interview will be used to gauge the candidate’s interest, ability, education, and competencies against those listed in the job description as well as provide the candidate an opportunity to demonstrate some of those abilities and insights into our community.

INTERVIEW – ROUND 2

(FINAL INTERVIEW – IF NECESSARY)

Following the first interview and discussions, if there is a plan to move forward with your candidacy, you may be invited to attend a second interview. You will also be asked to raise any remaining questions you may have on the role and what is critically important to you on making a decision on employment, if offered the position.

REFERENCE CHECKS

If you are chosen as one of the finalists, we will conduct reference and background checks. We would request you prepare a list of individuals that can speak to your professional abilities (minimum of 3 individuals), including supervisors, peers, or subordinates.

JOB OFFER

Once reference and background checks are completed the Chief Administrative Officer will choose the best candidate to fill the role of Part-Time Administrative Assistant for the Rural Community of Fundy Shores. A job offer will be presented to that individual.

Etiquette Regarding an Offer

We are aware of the need for professional etiquette related to this stage of offer and its acceptance. Therefore, in all cases we would like you to commit to honour a standard of professionalism:

- If the offer is extended to you, we ask that you only discuss the offer with your immediate family (if you wish) and/or any legal representation you choose. Please do not use this offer as leverage in your current employment or "shop" around for a better offer. All offers are sincere, and the time and expense taken to get to this stage of the process has been to ensure the best candidate for the job, to use it otherwise, would not be deemed as a professional or respectable function of anyone's times and the community's money.
- If you do choose to accept the offer, we hope you treat your word as your bond. Once accepted we are then counting on you joining our small team. If you do not wish to join, that is understandable, and we would ask that you turn down the offer and withdraw as a candidate.
- We understand that from time-to-time individuals transitioning in careers feel nervous or full of doubts, this is common, and we ask that you anticipate these feelings may arise. Please process them in a healthy way and decide if this position is for you.
- If you feel any of this process or conditions are unacceptable to you, please let us know at the beginning of the process.

Appendices –

A – Job Description

J O B D E S C R I P T I O N

Rural Community of Fundy Shores

Job Title:	Administrative Assistant
Job Type:	Part-Time, (may upgrade to full-time as community needs grow)
Salary Range:	$20 - $24/hour
Reports To:	Chief Administrative Officer (CAO)

Job Purpose

The Administrative Assistant will provide direct support to the Chief Administrative Officer and their duties for Rural Community of Fundy Shores. This role is responsible for assisting with office operations, document preparation, scheduling and general administrative tasks to ensure efficient workflow in the CAO's office.

Duties and Responsibilities

Under the authority of the CAO, the following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Chief Administrative Officer if they are deemed to be within the scope of employment.

1. **Administrative Assistant:**
    - Provide general administrative support to the CAO.
    - Distribute correspondence, reports, and meeting materials.
    - Assist with scheduling meetings.
    - Record and distribute meeting minutes as required.
    - Respond to inquiries from staff, the public, and external stakeholders in a professional manner.
    - Maintain and organize records, filing systems, and confidential documents.
    - Support the preparation of council meeting agendas and follow-up on action items.
    - Assist in the coordination of public engagement initiatives, and special projects.
    - Process incoming and outgoing mail, emails, and phone calls.
    - Policy/Best practices research as needed
    - Order supplies
    - Arrange building repairs/maintenance if requested
    - Perform other administrative duties as assigned by the CAO or designate.

2. **Assistant Clerk (In the CAO's Absence)**
    - Prepare and distribute agendas and minutes.
    - Attend meetings when the CAO is unavailable to record minutes or take notes.

3. **Additional Administrative and Technical Duties:.**
    - General office duties, etc.
    - Scan invoices, correspondence and other miscellaneous materials into various software systems.
    - Provide assistance to the public regarding the services of the Local Government.
    - Maintain records, prepare reports and compose correspondence relative to the work.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- High School Diploma supplemented by post-secondary education in a relevant discipline (Administration or Office Management).
- Previous experience in an office setting is an asset.
- Valid New Brunswick driver's license and reliable transportation.

The following job certifications, diplomas or memberships would be considered an asset (training can be provided):

- Standard First Aid and CPR Certificate.
- WHMIS (Workplace Hazardous Materials Information System) Certificate.

Other:

- Reliable transportation to travel to and from work, meetings or programs.
- Prior to employment must provide a clean criminal record check and vulnerable sector record check (renewal of this will be required periodically during the employment period).

Knowledge, Skills and Abilities

The following knowledge, skills and abilities are required:

1. Communications Skills
    - Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
    - Ability to handle confidential information with discretion.

2. Client Service Orientation
    - The ability to consistently communicate in a friendly and helpful manner and respond appropriately to client inquiries, requests and complaints.

3. Interpersonal Skills
    - Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, Council members, residents, government officials, and other stakeholders.

4. Research and Analytical Skills
    - Analytical and problem-solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations related to matters.

5. Organizational Skills
    - Strong planning and organizational skills.
    - Strong time management skills and the ability to prioritize tasks effectively.

6. Manual Skills
    - Skill in using office equipment, computers and software, including proficiency in Microsoft Office.
    - Skill in designing promotional materials including posters and managing social media content etc.

7. **Other**
    - Knowledge of office procedures.
    - Attention to deal and the ability to maintain a high level of accuracy in preparing and entering information.
    - High degree of discretion and an ability to maintain confidentiality.
    - Organizational commitment
    - Willingness to continue education;

Working Conditions

The Administrative Assistant will be located at the main office (currently 31 Malcolm Meehan Road, Musquash NB), and working conditions will be that of a standard office practice.

Hours of Work

The employee will have part-time working hours of 16 hours a week. Additional hours may be offered if needed to support the work of the CAO and the Rural Community. These hours may include evenings, weekend and holidays depending on event and meeting schedules (schedules will be reviewed/approved by the CAO).

Conclusion

This job description is intended to convey the information essential to understand the scope of work, nature and level of work to be performed by the employee. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Additional items may be added to the list, as long as they would naturally be occurring within the position.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and accepted the duties and responsibilities assigned to this position. _____ Signature (Employee) _____ Printed Name _____ Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to this position. _____ Signature (Supervisor) _____ Printed Name _____ Date

Approved by Chief Administrative Officer:	
_____ Signature (CAO) _____ Printed Name _____ Date	