



Position: **Administrative Assistant – (30-month term position - 2 to 3 days per week)**

Location: **Fredericton, NB**

This is an exciting time for the Literacy Coalition of New Brunswick. We are growing, and we would like you to be part of it!

The Literacy Coalition of New Brunswick (LCNB) is a provincial literacy organization that provides leadership to advance literacy, lifelong learning and essential skills for all citizens through partnerships and collaboration with government, educational institutions, business, labour, community organizations and individuals.

Primary Job Responsibilities

- General administrative and project support including, typing, filing, answering phones, preparing minutes, meeting materials and other documents; handling mail and courier shipments; ordering, receiving and storing supplies
- Coordinating and tracking information and coordinating the distribution of materials
- Assisting with event coordination, bookings and catering arrangements
- Coordinating travel, accommodations and other arrangements

Education and Experience

The ideal candidate will have one to two-year post-secondary training in a business or office management program and a minimum of two year's relevant work experience, or equivalent combination of education and experience.

The successful candidate will also possess the following:

- Excellent oral and written communication skills
- Demonstrated proficiency in the use of Microsoft Office Applications (Word, Excel, PowerPoint)
- Proven time management skills with the ability to manage multiple tasks
- Strong planning and organizational skills
- Ability to work independently
- Although the work will primarily be in English, knowledge of French would be an asset