

Employment Opportunity: Funding Coordinator (Maternity Leave Coverage)

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Location: Prince Edward Island Fishermen's Association, Charlottetown, PEI

Employment Type: Temporary (Maternity Leave Coverage)

Application Deadline: Open until the position is filled

Start Date: As soon as possible

About the Role:

We are seeking a detail-oriented and organized Funding Coordinator to join our team temporarily to cover maternity leave. This role is essential in supporting project administration, researching funding opportunities, and assisting with funding applications and proposals.

Key Responsibilities:

Position responsibilities include but are not limited to the following:

1. Research & Funding Applications

- Identify potential funding sources and their criteria.
- Prepare applications, proposals and report writing as needed to access funding.

Maintaining budgets and cash flow projections.

2. Administrative & Office Support

- Prepare for meetings, attend meetings and take minutes.
- Assist the front office during peak times
- Support and maintain species files.
- Track budgets and prepare reports.
- Assist with registration duties and procurement applications.

3. Field Work

- Participate in fieldwork as required.

Qualifications & Skills:

A recognized degree or diploma is preferred. However, relevant experience in the fishery, combined with an office-setting background, will also be considered an asset.

- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Ability to work both independently and as part of a team.
- Ability to adapt to changing priorities and manage multiple tasks efficiently.
- Comfortable working in a dynamic environment with evolving project needs.
- Strong problem-solving skills and a proactive approach to challenges.
- Experience in fisheries or funding applications is an asset.
- Comfortable working on a fishing vessel or at a wharf, including lifting and moving equipment as needed.
- Valid driver's license and access to a reliable vehicle.

Why Join Us?

- Gain valuable experience in a dynamic role.
- Work with a team dedicated to supporting key projects in the fishing industry.

Annual Salary as per the Collective Agreement

\$49,243.61

This is a unionized position for one year. If you are interested in this opportunity, please submit your resume and cover letter to Lois Costello, lois@peifa.org. We look forward to hearing from you!

We thank all applicants for their interest; however, only those selected for an interview will be contacted