



Job Opportunity: Program, Administration & Communications Coordinator (Contract Position)

Organization: Event Atlantic Society

Contract Duration: One Year | Anticipated dates: June 1, 2025 – May 30, 2026

Compensation: \$39,000 for the contract period

Location: Virtual (Work from Anywhere)

Travel: Required for the annual Event Atlantic Summit

Potential for Extension: Based on funding availability

About Event Atlantic:

Event Atlantic is a not-for-profit organization with a mission to inspire and support the growth, development, and sustainability of event tourism in Atlantic Canada. We work to position Atlantic Canada as the best event experience by connecting event professionals, stakeholders, and partners across the region.

Position Overview:

This unique contract combines the responsibilities of Program and Administration Coordinator and Communications Coordinator. The selected candidate will lead the organization's operations and communications while supporting the execution of its strategic priorities and engagement with members, partners, and the broader event community.

Program and Administration Coordinator Key Responsibilities:

- Manage organizational finances including bank deposits, expense processing, and monthly financial reporting.
- Oversee financial compliance such as quarterly reviews, annual tax submissions, and collaboration with the bookkeeper.
- Prepare and coordinate materials for the Annual General Meeting (AGM), including presentations, scripts, notices, and board nominations.
- Maintain and update membership records, onboard new members, and ensure the accuracy of all member listings.
- Serve as the primary contact for the board, members, funders, and external stakeholders.
- Schedule and attend board, committee, and partner meetings; follow up on action items and ongoing initiatives.



- Handle a wide range of administrative responsibilities including responding to emails, managing documentation, and reporting.
 - Research and pursue funding opportunities and submit reports on funded initiatives.
 - Maintain and update the organization's website with governance documents, membership information, and event details.
 - Support and assist in the planning and delivery of the Atlantic Huddle Webinar Series.
 - Play an active role in the organization's membership recruitment efforts.
 - Manage Event Atlantic's social media platforms (Facebook, X, LinkedIn) to engage the public and promote activities.
 - Create and distribute a bi-monthly member newsletter.
 - Update the Event Atlantic website regularly with relevant member information, resources, events, and governance documents (e.g., AGM minutes).
 - Act as host for the Atlantic Huddle webinar series, coordinating speakers and engaging with the audience.
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Ideal Candidate Will Have:

- Experience in nonprofit or association management, event tourism, or a related sector.
 - Strong leadership, organizational, and communication skills.
 - Proficiency with financial administration and basic bookkeeping.
 - Familiarity with content management systems (e.g., WordPress or similar).
 - Experience with grant writing and project reporting (an asset).
 - Ability to work independently in a virtual environment and manage multiple priorities.
 - Proficiency with social media and email marketing platforms
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To Apply:

Please send your resume outlining your experience and interest in this opportunity to eventatlantic@gmail.com by **May 28, 2025**.