We Are Hiring: Event Atlantic Administrator

The Event Atlantic Society

Contract duration: One year

Location: Remote

Hours: Flexible, estimated 16 hours weekly, to be discussed with the successful candidate.

Compensation: To be discussed based on experience and contract expectations.

Travel: Required for the annual Event Atlantic Summit and occasional meetings with partners, members and events across Atlantic Canada.

Application Deadline: Thursday, November 12th 2026

About Event Atlantic

Event Atlantic is a nonprofit organization focused on supporting the growth and development of the event industry across Atlantic Canada. We bring together event professionals, organizations and partners to share knowledge, build connections and strengthen our industry.

The Opportunity

Event Atlantic is looking for an organized, reliable and motivated individual to manage the day-to-day administration of our organization and support our work with the event industry across Atlantic Canada.

We're a small organization supported by a volunteer Board of Directors, with members and partners throughout the region. This role is an important part of keeping Event Atlantic running smoothly, supporting our members and ensuring the work of the organization continues to move forward.

You'll work closely with our board, serve as the main point of contact for members and partners, and take responsibility for managing a variety of ongoing administrative and communications activities.

The position offers flexibility and independence, but also requires someone who can take ownership of their work, manage competing priorities and follow through on commitments.

What You Will Be Doing

The role covers a mix of administration, communications and member support, including:

Managing the organization's day-to-day administration, including emails, records, scheduling and basic financial coordination.

Supporting the Board of Directors with meetings, minutes, follow-ups and the Annual General Meeting.

Managing membership records, renewals and inquiries, while helping us grow and engage our membership.

Creating and distributing Event Atlantic's monthly member newsletter, sharing industry news, member updates, upcoming events and opportunities.

Keeping our website, social media and other member communications up to date.

Helping coordinate the Atlantic Huddle webinar series and supporting the annual Event Atlantic Summit.

Assisting with funding applications, reporting and other projects as needed.

Workload and Expectations

This is a flexible contract position with an estimated workload of 16 hours per week. While the hours may vary depending on organizational activities, board meetings and major events (for example, the annual Event Atlantic Summit), we're looking for someone who can consistently manage the organization's regular responsibilities. In the lead-up, during, and post-Event Atlantic Summit, workload and hourly expectations will increase.

The successful candidate is responsible for organizing their workload, communicating regularly with the board and ensuring important tasks and deadlines are addressed.

Success in this role means our members receive timely responses, our communications and membership activities stay on schedule, board meetings and organizational records are well managed, and the day-to-day operations of Event Atlantic run smoothly.

Who We Are Looking For

We're looking for someone who is organized, communicates well, takes initiative and is comfortable working independently.

We welcome applications from candidates with a range of professional backgrounds. Experience in administration, communications, marketing, membership-based organizations, event coordination, tourism or nonprofit operations would be considered an asset.

Experience and/or knowledge in managing an annual budget is required.

You should be comfortable using everyday technology, managing multiple responsibilities and communicating with different people across the region.

Experience using Canva to create newsletters, social media graphics and other communications materials is an asset.

Bilingualism in English and French is a strong asset to the organization.

Most importantly, we're looking for someone who is dependable, approachable and interested in supporting Atlantic Canada's event community.

A Few More Details

This is a one-year contract with the possibility of extension, depending on funding.

The position is remote, with flexibility in how the work is organized. Some travel is required, particularly for the annual Event Atlantic Summit.

You'll work directly with Event Atlantic's volunteer Board of Directors.

Interested In Joining Event Atlantic?

If you enjoy connecting with people, keeping things organized and helping an organization move forward, we'd like to hear from you.

This is an opportunity to work with event professionals from across Atlantic Canada, build relationships throughout the industry and play a meaningful role in supporting Event Atlantic and its members.

Send your resume and a short note telling us about yourself, what you bring to the role and why you'd like to work with Event Atlantic to eventatlantic@gmail.com.

Application deadline: Thursday, November 12th 2026

Know someone who would be a good fit? We encourage you to share this opportunity with your networks.

We thank everyone who applies for their interest in Event Atlantic. Only those selected for an interview will be contacted.