



Association of
Workplace
Educators
of Nova Scotia

Project Administration Term Position

Working with AWENS executive director the project administrator will perform some or all of the following duties:

- Develop and maintain a detailed project schedule which includes administrative tasks
- Establish work priorities, ensure deadlines are met
- Track project changes and produce updated schedule
- Prepare reports and correspondence
- Participate in team meetings and/or committees, as required
- Coordinate meetings, including travel arrangements and expense reports
- Prepare and/or edit meeting minutes, presentations, and tables

Qualifications and Experience

The minimum qualifications for this position are:

- Excellent communication skills both verbal and written
- Highly organized with attention to detail
- Ability to prioritize and work under pressure
- Ability and initiative to work independently with minimal direction and supervision is essential
- Proficiency in Microsoft Office Applications (MS Word, Excel, Power Point, Access, Outlook)
- Experience with Word Perfect
- Project management skills a preferred asset
- A college diploma in business administration may be required
- Experience in a senior clerical or executive secretarial position of five + years is preferred

Location: Halifax, NS

Term dates: September 7 to November 26, 2010

Remuneration: \$18 per hour

Please forward a resume and cover letter by August 31st, 2010 to awens@eastlink.ca

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

The Association of Workplace Educators of Nova Scotia (AWENS) is a professional association of workplace education practitioners who deliver Essential Skills program in Nova Scotia workplaces. <http://www.awens.ca>