



**PROGRAM ADMINISTRATIVE ASSISTANT
ENVIRONMENT AND SUSTAINABILITY
(One-Year Contract)**

NATURE OF WORK: This is an administrative role providing support to the Environment and Sustainability Department. This position involves work of a confidential nature and requires considerable initiative, accuracy, and independent judgment.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Environment and Sustainability.
- Works closely with the other staff of Environment and Sustainability.
- Develops and maintains working relationships with departmental managers, supervisors, and City employees to provide support and assist with administrative functions.
- Develops and maintains relationships with service providers, external agencies, consultants, and associated professional groups.
- Develops and maintains relationships with Standing Committees.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the City of Charlottetown team, the Administrative Assistant will act as a positive role model for all employees throughout the organization.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Supports internal and external communications within the Environment and Sustainability Department
- Receives, directs, and responds to general inquiries related to environment and sustainability.
- Maintains records and administrative processes for the Switch Charlottetown program, the Cosmetic Pesticide Bylaw enforcement, urban forestry operations, and other programs and bylaws as required.
- Assists with the development and tracking of the budget, including coordinating the requisition of purchase orders, monitoring payments, and coordinating with Finance as needed.
- Issues necessary requisitions and completes the monthly reconciliation of all purchasing cards for Department.

- Prepares financial claims and supports the preparation of final reports for funding administration with external agencies.
- Assists in tracking and reporting of departmental performance data.
- Composes, edits, and types written documentation, including reports, committee meeting packages, letters of support, minutes, and online content (website and social media) as required.
- Maintains an efficient filing system.
- Supports the coordination of department events.
- Performs other related duties and functions as assigned.

REQUIRED COMPETENCIES:

- Advanced Microsoft Office skills and the ability to accurately input and classify information.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office Software.
- Excellent writing and communication skills with a high level of attention to detail.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- Exceptional organizational and time management skills to meet frequent and aggressive deadlines.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- A strategic and creative thinker with the ability to work with detailed processes.
- Excellent analytical and research skills paired with the ability to create and alter detailed reports as required.
- Ability to work overtime on occasion to accommodate meetings, time sensitive issues and events.

REQUIRED QUALIFICATIONS:

- 2–3-year college diploma in Administration, project management or a related environmental program.
- Minimum two (2) years of administrative experience.
- Advanced Microsoft Office skills, thorough knowledge of office equipment, procedures, databases, and spreadsheets.
- Experience in records management would be an asset.
- Experience in the environment and sustainability sector would be considered an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$54,809.33 - \$64,481.70 as per the UPSE Collective Agreement.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Program Administrative Assistant – Environment and Sustainability**” and submitted by **May 30, 2025, at 4:00PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided.

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.