



**Job Posting: Administrative Assistant and
Member Relations Coordinator**

The Miramichi Salmon Association (MSA) is currently seeking an individual to fill the position of Administrative Assistant and Member Relations Coordinator.

Location: South Esk MSA Office, 485 Route 420, South Esk NB, E1V 4L9

Reporting and Supervision: President, MSA

Term: Full time for 12-month term position, with the possibility for extension. Hours of work: 40 hours per week.

Compensation: This position will pay \$18.00 - \$22.00 per hour.

Roles and Responsibilities:

- Perform administrative duties including fielding general inquiries via telephone and email, and other office duties.
- Coordinate and manage membership renewals.
- Coordinate and manage membership records.
- Enter and update donor records.
- Ensure programs Donor Perfect and Constant Contact are up to date.
- Send information to members through email and mail (content will already be developed).
- Update pre-developed content to social media platforms (e.g., Facebook, YouTube).
- Arrange meetings for MSA staff and committees, record minutes of meetings.
- Participate in fundraising activities where needed.
- Complete other assigned duties and responsibilities as identified by supervisor.

The ideal candidate will have great attention to detail. The successful candidate must be proficient in Microsoft Office programs, familiar with social media posting, and able to schedule and organize meetings.

To Apply: Applications can be emailed to Butch Dalton at butch@miramichisalmon.ca.

Deadline: Applications are due by February 15th, 2024 at 4:30 pm.

The MSA thanks you in advance for your interest, however will only be contacting those individuals it wishes to interview.