



ATLANTIC HEALTHY
OCEANS INITIATIVE

Tel. 709-691-0485
1 Clarke's Rd,
Norris Point, NLA0K3V0
ahoi.info@gmail.com

Job Description-Administrative Assistant and Bookkeeper

ABOUT US

Atlantic Healthy Oceans Initiative (AHOI) was created in March of 2019. Its overarching mission is to look after the health of our ocean while looking after the coastal communities that depend on them most. The focus region is the waters that surround the Gros Morne Region off western, NL but due to the nature of the marine environment, our mandate goes beyond this, and into the Gulf of St. Lawrence. We are a non-profit that has programs currently running to reduce the plastic waste in the Gros Morne Region, protect species at risk and to promote the importance of marine biodiversity and protection of our ocean.

ABOUT YOU

We are looking for an organized and enthusiastic person who has a passion for the marine environment and making sure it stays healthy for generations to come. You must have experience using Microsoft Office (word, excel), Sage Software, Payroll related tools, and working on year-end related accounting tasks and reports for non-profit organizations. You have good communications and people person skills as well as some experience using google drive and other related programs.

POSITION RESPONSIBILITIES

- Support Director of Programs to book and issue payments for community meetings, monthly and annual overhead related expenditures.
- Organize books related to projects in Sage and excel
- Collect expense forms and issue payments to AHOI staff and partners as needed
- Collecting hours, issuing payroll on a byweekly basis and submitting related costs to CRA.
- Work with AHOI Board during annual meetings and present books
- Work with accountant to file AHOI taxes annually
- Participate in community events as needed
- Coordinate meetings with municipal, provincial and federal governments to talk about various programs ongoing with AHOI.
- Work with AHOI staff and partners to ensure goals of various programs are getting met and annual reports are delivered and reported on in a timely manner.
- Work with AHOI to identify new opportunities for funding to build programs.

- Help with proposal writing and reporting to apply and update new and current funding.
- Travel when needed to meetings locally, provincially, nationally and at times, internationally.
- Other administrative duties as needed.
 - Meeting minutes, annual reports, etc.
- Must have a class 4 drivers license and access to a vehicle

TERMS OF EMPLOYMENT

- Part-time position (20hrs/ week) at \$25-\$30/ hour CAD (based on experience)
- 4 weeks vacation pay included (based on full time employment)
- 6 sick days (based on full time employment)
- 2-year contract with possibility of extension
- Future opportunity to increase to a full-time position

- Ability to work remotely or in Gros Morne

LOCATION: Bonne Bay Aquarium and Research Station, AHOI Office with ability to work remotely from home or other location if travelling.

DEADLINE TO APPLY: Submit a CV through email by January 31, 2024, to ahoi.info@gmail.com