



Employment Opportunity – Alliance for Mental Well-Being

Position: Client Service & Administrative Assistant

Main Office Location: Charlottetown, PE

Term: One-year term with the possibility of extension, 37.5 hours/week

Compensation: \$44,850 - \$51,521 annually, plus a comprehensive benefits package

Deadline to Apply: Friday, Oct 3, 2025, 11:59 PM ADT

About Us

The Alliance for Mental Well-Being (the Alliance) is an independent, incorporated non-profit organization dedicated to improving mental well-being outcomes for all people across PEI. Our purpose is to help create a future where everyone can achieve and maintain the best possible mental well-being throughout their lives. Our mission is to support and empower our community partners in their prevention-focused and evidence-based work to enhance mental well-being. To achieve our mission, we are committed to:

- providing relevant learning and development opportunities
- incorporating the latest research into our practices and sharing knowledge with our community
- creating opportunities for deep connection and collaboration
- encouraging innovation and change
- providing capacity support
- advocating on behalf of our courageous community partners

About the Role

The **Client Service & Administrative Assistant** plays a key role in creating a welcoming, organized, and vibrant environment at the PEI Alliance for Mental Well-Being. This position reports to the Manager, Finance and Administration. This position combines front-line reception and administrative support with community animation responsibilities that foster collaboration among our tenant organizations, partners, and guests. The position assists and supports all programs within the Alliance. The

Assistant supports the day-to-day operations of the social purpose real estate space, while also helping to bring the community together through events, learning opportunities, and responsive support.

Main Responsibilities

1. Reception & Administrative Support

- Serve as the first point of contact for tenants, guests, and visitors, providing a warm and professional welcome.
- Manage phone, online, and in-person inquiries, ensuring timely and helpful responses.
- Oversee booking requests for meeting and event spaces, maintaining accurate scheduling records.
- Provide general administrative support to Alliance staff.

2. Community Animation & Event Support

- Organize and coordinate, in collaboration with the Alliance's Knowledge Mobilization and Impact and Innovation and Engagement Programs, lunch-and-learn sessions, workshops, and other community-building events for the non-profit sector.
- Assist the Events Coordinator in the planning and delivery of larger events hosted by the PEI Alliance.
- Help foster a sense of community by building relationships with tenants, partners, and collaborators.
- Gather feedback from tenants and participants and share with senior management team to continuously improve programming.

3. Facility & Tenant Liaison

- Act as the primary contact for tenant needs, questions, and concerns.
- Liaise with service providers (e.g., cleaners, repair persons, IT support) to ensure the space is safe, welcoming, and well-maintained.
- Monitor shared spaces and coordinate solutions for day-to-day operational issues.

4. Basic Bookkeeping & Administrative Support

- Assist the finance department with data entry and record-keeping related to accounts payable and receivable.
- Process invoices, receipts, and expense reimbursements.
- Support tracking of tenant rentals and related payments.
- Assists and supports administrative tasks for all programs within the Alliance as needed.

Job Requirements

This role requires you have:

- Post-secondary education in office administration, business, bookkeeping, or a related field.
- Strong interpersonal and communication skills, with the ability to build positive relationships.
- Ability to fluently communicate verbally and in writing in English.
- Experience in administration, event coordination, or community engagement.
- Highly organized with the ability to manage multiple priorities.
- Comfortable working independently and as part of a team.
- Proficiency in Microsoft Office 365 and familiarity with digital communication platforms.

Other assets:

- Experience in the non-profit sector considered an asset.
- Ability to fluently communicate verbally and in writing in French is considered an asset.

How to Apply

Please submit a cover letter and resume to jobs@afmwb.com with the subject line:
Client Service and Administrative Assistant.

The Alliance believes that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities. We appreciate your interest and thank you for your consideration; however, only applicants selected for an interview will be contacted.