



Employment Opportunity **OFFICE MANAGER / EXECUTIVE ASSISTANT**

OFFICE OF THE CHILD AND YOUTH ADVOCATE
(119 Kent Street, Charlottetown, PEI)

FULL-TIME PERMANENT EXCLUDED POSITION
(Commencing Immediately)

The Office Manager/Executive Assistant provides confidential, senior-level administrative and operational support to the Child and Youth Advocate and staff. The incumbent plays a key role in ensuring the smooth and effective operation of the Office and serves as the primary point of contact for the public, including children, youth, families, and service providers.

Duties:

- Provide senior-level executive administrative support including managing calendars, preparing correspondence, and meeting materials.
- Coordinate meetings and liaise with government departments and stakeholders.
- Serve as the primary point of contact, providing intake and responding to inquiries.
- Assess inquiries and provide information, referrals, or navigation support.
- Manage correspondence and ensure timely follow-up.
- Coordinate daily office operations and maintain records.
- Manage logistics such as supplies, procurement, and travel.
- Perform financial administrative functions including invoices and budget support.
- Support HR processes including recruitment and onboarding.
- Maintain records systems and ensure confidentiality compliance.
- Support preparation of reports and publications.
- Coordinate projects, events, and conferences.
- Maintain website content and coordinate IT services.
- Monitor legislative activity and media coverage.

Minimum Requirements:

- Completion of Office Administration program or university degree.
- Minimum 5 years of experience in senior administrative role
- Ability to handle sensitive confidential information with professionalism and discretion.
- Strong communication, organizational and sound judgement skills
- Demonstrated ability to build and maintain productive relationships with the public, colleagues, and external stakeholders.
- Ability to work independently and manage priorities.
- Proficiency with Microsoft Office.
- Must provide Criminal Record, Vulnerable Sector, and Child Protection checks.

Other Qualifications / Assets:

- Knowledge of government programs and community resources.
- Experience with Oracle or PeopleSoft.
- Experience in communication platforms including social media.
- Additional relevant training such as trauma-informed care, family violence prevention, addiction awareness, suicide prevention, first aid etc.
- Familiarity with UN Convention on the Rights of the Child.
- Bilingualism considered an asset.

Salary Range: \$35.69 - \$41.84/hr (Level 14 Excluded) – \$69,596 to \$81,588 annually

Bi-Weekly Hours: 75 hours

Posting ID: OMEA-06-2026

Closing Date: July 6, 2026 @ 4pm

How to Apply:

Please send a cover letter and resume to the Office of the Child and Youth Advocate

Email: voiceforchildren@ocyapei.ca

We thank all those who apply; however, only those selected for further consideration will be contacted.