



174541 - Bilingual Administrative Assistant - Department of Fisheries, Rural Development and Tourism - Permanent

Government of PEI

📍 23 Main Drive East, Miscouche, Prince Edward Island C0B 1T0 👤 1 Position available 📅 Published on: August 4, 2026
📅 Expires on: September 24, 2026

JOB DESCRIPTION

The Department of Fisheries, Rural Development, and Tourism is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The purpose of this position is to provide administrative, financial, curatorial, and program support services for the operations of the Acadian Museum of PEI and Acadian Research Centre. This position contributes to the effective management of an organization dedicated to the conservation and promotion of Island Acadian heritage.

Duties will include but are not limited to:

- Editing and typing correspondence and reports, transcribing from handwritten notes;
- Maintaining inventory of office supplies;
- Processing and distributing incoming and outgoing mail;
- Acting as liaison for inquiries and directing to the appropriate employee;
- Answering incoming telephone inquiries, relaying messages;
- Preparing meetings for the Acadian Museum and L'Association du Musée acadien de l'Î.-P.-É, including its Annual General Meeting, sending email invites, preparing notes or printouts as required, typing up meeting minutes and distributing accordingly;
- Scheduling appointments for the site director;
- Receiving revenue and balances accounts;
- Preparing deposits of all revenue including admissions, gift shop sales, and all awarded project grants;
- Processing invoices and managing Accounts Payable transactions;
- Preparing and sending purchase orders;
- Ensuring the annual financial report for L'Association du Musée acadien de l'Î.-P.-É is accurately prepared and presented;
- Coordinating the L'Association du Musée acadien de l'Î.-P.-É membership campaign;
- Ensuring Acadian Museum and L'Association du Musée acadien de l'Î.-P.-É records are kept up to date;
- Maintaining a clean environment in archives and material objects storage rooms;
- Assisting with exhibit set-up, including moving items from storage, receiving items from off-site and building exhibits;
- Assisting with publicity, supporting the site director and communications/fundraising coordinator;

Job type
📁 Permanent / Full-time

Work shifts:
🕒 Day, Weekend

Work schedule:
🕒 37.5 hrs /week

Work location
📍 On site

Salary:
💰 \$61,016.00 - \$68,426.00 CAD
Yearly

Unionized:
👥 Yes

Additional information

Job Opening ID:
• 174541

Department:
• Fisheries , Tourism , Sport and Culture

Division:
• Culture and Heritage

Location:
• Miscouche

Pay Level:
• 11

Hourly Salary Range:
• \$31.29 - \$35.09

Employment Type:
• Permanent

Employment Percentage:

- Assisting in designing and preparing labels which accompany each exhibit;
- Assisting with exhibit openings and other special events;
- Ordering and maintaining inventory, including a variety of books and souvenirs;
- Communicating with local artisans to stock the gift shop with local art and crafts;
- Settling final accounts in accordance with PEI Museum and Heritage Foundation Policies and Procedures;
- Maintaining the Shopify account;
- Assisting the site director in providing supervision, training and guidance for seasonal and temporary staff; and
- Greeting museum visitors, offering guided tours, and providing information on other local attractions and amenities;

Minimum Qualifications:

- Administrative Assistant Diploma or equivalent degree;
- Demonstrated equivalencies will be considered;
- Considerable experience in administration support/financial support services;
- This is a bilingual position. Advanced oral proficiency in English and French is required;
- Excellent written communication skills in English and French

Other Qualifications:

- Experience in museum operations is an asset

This posting may be used to fill future vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants 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.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



Health and dental benefits



Up to \$2,500 annual training funds



Employee assistance program



Pension Plan



3 weeks paid vacation annually, as per the UPSE collective agreement

- 100%

Closing Date:

- Thursday , September 24, 2026 4:00 p.m.

Open To:

- Public

Union:

- UPSE Civil

Required documents

- ✓ Resume

Optional documents

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Cover Letter

Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

- ✓ International Education - If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have .

- ✓ Other