



**The HUB Child & Family Centre
Internal/External Job Posting for
Assistant to the Executive Director & Communications**

Position Summary

The HUB Child & Family Centre (The HUB) has served the children and families of Prince Edward County since 1989. We are dedicated to providing quality licensed child care and early learning. We do this through a number of programs and services that focus on children infant to 13 years old and their families.

The Assistant to the Executive Director & Communications incumbent will support and assist the Executive Director as needed and be responsible for communications with the general public, HUB families, HUB staff, HUB managers, and The HUB Board of Directors.

Hours of Work: 35 hours per week, Monday through Friday

Wage: To be determined, based on credentials and work related experience

The HUB offers employees an excellent benefits package and optional RRSP group plan to employees who have a successful 3-month probation period and review.

Requirements:

- Excellent interpersonal and verbal/listening/written communication skills
- Effective organizational skills including time management and attention to detail
- Knowledge and proficiency using administrative software such as Microsoft Office Suite tools, HiMama, Adobe, Canva, Google forms, etc.
- Diploma in marketing and/or communications an asset
- Knowledge of not-for-profit By-laws and Board policies an asset
- Experience with website building an asset
- Experience social media tools used for scheduling and tracking as asset
- Knowledge of licensed child care, early learning and family supports an asset

For a full job description visit The HUB's website at <https://www.thehubcentre.ca/join-our-team>.

**Please send resume with cover letter to Kim Hicks at kimh@thehubcentre.ca.
Deadline for submission Friday, May 20, 2022.**

