



Job Opening

POSITION:	Associations Coordinator
COMPANY:	Landscape Nova Scotia, Landscape NB-PEI, Landscape Newfoundland
REPORTING TO:	Executive Director
STATUS:	FTE – 40 Hours per Week
COMPENSATION:	\$50-60K Annually
LOCATION:	Remote in AST
START DATE:	July 6, 2026
APPLICATIONS DUE:	June 12, 2026

About Us

Landscape Nova Scotia, Landscape New Brunswick-PEI, and Landscape Newfoundland are the provincial landscape horticulture associations representing members across Atlantic Canada. The associations support landscape and horticulture businesses through member services, industry communications, events, education, advocacy, professional development, and connection to national programs and benefits through the Canadian Nursery Landscape Association.

About the Role

We are seeking a highly organized Associations Coordinator to provide administrative, operational, communications, membership, event, and committee support across the three Atlantic provincial associations.

Reporting to the Executive Director, this remote role will support a broad range of association activities, including member communications, newsletters, website updates, social media coordination, member database support, event and sponsorship administration, committee scheduling, meeting follow-up, operational alignment support, and support for major annual events and programs.

The ideal candidate is proactive, detail-oriented, tech-comfortable, and able to manage multiple priorities across three related associations. This role requires strong organization, excellent communication skills, sound judgment, confidentiality, reliability, and the ability to work professionally with members, volunteers, board and committee representatives, sponsors, vendors, and industry partners.

Key Responsibilities

The Associations Coordinator will support:

- Member communications, newsletters, website updates, and social media coordination
- Membership recruitment, renewals, onboarding, certificates, member records, and member inquiries
- Salesforce/member database updates and list management
- Event and program support, including registration, sponsorship, logistics, promotion, and follow-up
- Committee scheduling, meeting materials, meeting notes, action tracking, and follow-up
- CNLA/member benefit communications and coordination
- Operational alignment across the three associations, including shared templates, recurring workflows, communications calendars, records, and administrative processes

Technology Skills

Candidates should be comfortable working in a remote, digital environment and able to learn new systems independently.



Relevant technology experience includes:

- Google Workspace, including Gmail, Google Drive, Google Calendar, Google Docs, Google Sheets, Google Forms, and shared file organization
- Microsoft Office or equivalent tools, including Word, Excel, and PowerPoint
- Zoom or similar virtual meeting platforms
- Email marketing or newsletter platforms, with Constant Contact experience preferred
- Website updates through WordPress, GoDaddy, or similar content management systems
- Canva or similar tools for simple graphics, social media assets, event materials, and member communications
- Social media platforms for organizational posting, scheduling, and content coordination
- Databases, spreadsheets, contact lists, and member records
- Project management tools (i.e. ClickUp or similar)

Experience and Qualifications

- A strong candidate will bring experience in executive assistance, association administration, operations coordination, communications, events, member services, nonprofit administration, or a related support role.
- Preference may be given to candidates based in New Brunswick, as occasional in-person support for New Brunswick events may be required.

Bonus Points

- Experience supporting a membership association, nonprofit, board, committee, or volunteer-led organization
- Experience with Salesforce or Google Analytics
- Knowledge of landscape horticulture, trades, small business, nonprofit, or association sectors
- Valid driver's licence and access to a vehicle for occasional in-person event support

How to Apply

Interested candidates should complete this **[brief intake form](#)** outlining relevant experience in executive support, association administration, communications, events, membership support, technology platforms, or related work.

Applications will be accepted on a rolling basis up to June 12, 2026.