



Administrative Assistant
Canadian Academy of Audiology
25 hrs per week (average), from home office
\$2,500 per mo., 2 week paid vacation plus Christmas office closure

The Canadian Academy of Audiology

The Canadian Academy of Audiology (CAA) is a federally incorporated not for profit association serving and representing Audiologists across Canada. CAA focuses on education, scientific research and supporting the roles of Audiologists as primary hearing health professionals. CAA is dedicated to ensuring high quality, ethical Audiology practice and educating the public on hearing health and vestibular matters and services. Website www.canadianaudiology.ca

Role description:

You are the highly professional individual who is the first contact representing CAA. As the administrative assistant you will provide office management, business and support functions for the Officers, Board of Directors and members. This is a dynamic role, full of variety.

Environment and hours:

You will work from your home office using phone, computer, printer/scanner and consumables supplied by CAA. The office must be quiet and present a professional audio environment to receive calls and participate in teleconference meetings. The contract is an average of 25 hours/week in normal business hours. Weekday evening teleconference meetings will be required 1 to 2 times per month. Full time attendance is needed during the week of the annual conference, which requires travel across Canada.

Support the Executive Director

- Provide administrative assistant support to the Executive Director
- Research and analyze data to support business and planning activities
- Assist with project management and coordinate administrative projects
- Provide front line telephone services, email and mail communication for the association
- Research answers to public, professional and media queries

Support the Board of directors, its committees and members

- Manage agendas, minutes, invitations and documents for Executive and Board meetings
- Support the AGM, Board Planning Day, membership communication and annual report
- Support volunteer committee projects, as assigned
- Provide front line communication with the membership related to membership registration
- Trouble shoot technical issues with eCommerce and member registration

Support Operations and business functions of the organization

- Manage all accounts receivables, invoicing and follow up functions
- Provide support for accounts payables processing
- Liaise with accountant and ED for financial and audit activities
- Manage the main office and legal record keeping for the association
- Manage project plan updates, tracking and reports
- Prepare the materials for the AGM, awards, and other formal annual business activities of CAA

Conference, eJournal, Website, social media, eblasts, communication

- Conference management: act as a support team member together with the contracted conference management team, ED and conference committee for the annual conference
- Engage in sales of job ads for the website and sales of ads for the online journal, published a minimum of 6 times per year www.canadianaudiologist.ca
- Draft and distribute social media posts, eblasts and other communication. Post online job ads, information and materials on the website

Required skills and experience:

- Degree or Diploma in administration or relevant studies
- Managing administrative office functions
- Microsoft office suite: Word, Excel, PPT, Outlook
- Excellent written and telephone skills for business and public facing communication
- Basic bookkeeping, invoicing, accounts receivables management interfacing with an accountant
- Disciplined, self-directed, professional with a positive demeanor
- Excellent attention to detail and accuracy
- Project management skills and ability to manage timelines
- Creative problem solving
- Outstanding interpersonal skills that do not fail under stress
- Ability to thrive in a lean staffed organization
- Sales and or marketing experience

Preferred skills:

- Experience liaising with a web development and e-commerce design team
- Basic Word Press for posting website and other online materials to pre-programmed sites
- Experience in an administrative position in a not for profit association
- Experience in the health care industry, preferably hearing healthcare
- Conversational French

Apply by August 14, 2015

Send your resume and cover letter including the reason for your interest in the position to jobs@canadianaudiology.ca Only those invited for interviews will receive replies. Thank you.