



Administrative Manager The Canadian Academy of Audiology

The Canadian Academy of Audiology (CAA) is a not for profit association serving and representing Audiologists across Canada. CAA focuses on education, scientific research, advocacy 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. Website www.canadianaudiology.ca

Role description:

Your role is central in a dynamic team of contract specialists working and successfully communicating in a lean virtual environment. It combines the function of executive support to the ED, Board and committees, with the role of leading the business and communications functions. The latter includes managing elements of major projects, membership services, revenue streams and a range of communications including website, newsletters, social media etc. This variety and the fast pace make this position exciting. The working environment is professional, collaborative, and team members are committed to making a difference. CAA is effective and successful because of a team leadership approach.

You will succeed in this environment because of your ability to effectively prioritize and execute tasks in a demanding environment

Experience

- Degree or Diploma in administration or relevant studies
- **Candidates must have 3 to 5 years experience in a comparable, administrative role**
- Experience working independently and in a team-oriented environment is essential.

Environment and hours:

You will work from your home office, presenting a quiet, professional audio environment to receive calls and participate in video and teleconference meetings. The contract is for an average of 25 hours/week in normal business hours. Weekday evening video or teleconference meetings will be required 1 to 2 times per month. Full time attendance is needed during the week of the annual conference, requiring travel across Canada. You will be located in Ontario, however candidates in the GTA are preferred.

Support the Executive Director

- Research and analyze data to support business and planning activities
- Assist with project management and coordinate administrative projects

- Provide front line communication for the association including researching responses to queries

Support the Board of Directors, its committees and members

- Manage administration of Executive and Board meetings
- Support the AGM, Board Planning Day, membership communication and annual reporting
- Support assigned volunteer committee projects

Support operations and business functions of the organization

- Manage accounts receivables and invoicing functions
- Manage the main office and legal record keeping
- Manage project plan updates, tracking and reports
- Assist with automated membership registration

Conference, digital journal, website, social media, ebcasts, communications

- Support the contracted annual conference management team, ED and conference committee
- Manage advertising for the career board and online journal
- Draft and distribute social media posts, newsletters, member messages and other communication. Post information and materials on the website

Required skills

- Microsoft office suite: Word, Excel, PPT, Outlook
- Excellent written and telephone skills for business and public facing communication
- Project management skills and ability to manage timelines

Preferred skills:

- Liaising with a web development and e-commerce design team
- Posting material to an existing website
- Email distribution of newsletters and member communications

Personal Characteristics

- Disciplined, self-directed, professional with a positive demeanor
- Excellent attention to detail and accuracy, and creative problem solving

Qualified individuals should apply in confidence before October 15, 2021 with résumé and cover letter addressing CAA's requirements, only to **Reg Watts** at: rwattsconsultant@outlook.com
Only those invited for interviews will receive replies.