

POSITION DESCRIPTION

OFFICE ADMINISTRATOR – PART-TIME

This individual plays an integral role in the smooth operation of the Institute.

Reporting to the CIG Executive, the incumbent is responsible for the successful management of the off-site Office by providing administrative support to CIG and its members.

This position is remote; however, in person duties are regularly required e.g. banking and picking up mail in Ottawa, ON.

DUTIES AND RESPONSIBILITIES

Administrative

- Provides administrative support to the Executive
- Establishes, maintains and safeguards all CIG data
- Establishes routine procedures for administrative processes
- Maintains the membership and subscribers database with the Wild Apricot platform
- Prepares and distributes annual renewal notices to Sustaining Members in PDF through email
- Updates the notices to members in Wild Apricot
- Responds to requests from the membership and public and re-directs request to proper authority if necessary
- Operates and ensures the effective maintenance of office equipment
- Arranges for the processing and distribution of incoming and outgoing mail
- Keeps track of important due dates
- Composes and signs routine correspondence
- Follows up on outstanding matters
- Records and distributes CIG meeting minutes in a timely fashion
- Manages the CIG Certification Program (responding to inquiries, sending documents to the Chair of the Certification Committee, preparing and mailing certificates, maintaining database)
- Provides background material and meeting packages to attendees of face-to-face CIG meetings
- Performs other related duties as deemed necessary

Financial

- Sends invoices for all accounts receivable
- Prepares, codes invoices, and mails cheques for all accounts payable
- Prepares receipts as required
- Prepares and does bank deposits in person

- Implements cost sharing/recovery procedures for organizations sharing equipment or employee if applicable

Promotional

- Promotes membership through contacts with companies, agencies, and educational institutions
- Update website information and promotion through the Wild Apricot platform

Location

- Remote position; however, there is in person banking and pick up of mail at the CIG Ottawa mailing address.

QUALIFICATIONS

Education and Experience

- Minimum: high school graduation with specialization in business courses and at least two years of office experience
- Experience working with a not-for-profit national association is an asset

Skills and Abilities

- Excellent communication skills
- Excellent written skills
- Ability to work with the public, members and staff in a professional manner
- Ability to follow through on details
- Attention to detail
- Ability to work with limited or no supervision
- Ability to work well to deadlines
- Thorough knowledge of correspondence, communication and office procedures and to perform them with speed and accuracy
- Ability to correspond in a digital medium – e-mail
- Very good ability in MS Office
- Ability to maintain website content (Wild Apricot platform is an asset)
- Ability to code in HTML is a strong asset
- Good social media ability (LinkedIn, Twitter, Facebook)
- Good digital meeting platform knowledge (Zoom)
- Ability to do bookkeeping in Sage 50c accounting software is a strong asset
- Ability to work in Mailchimp is an asset

Language

- Fluently or functionally bilingual French/English – Written & Oral