



Position Available: Administrative Assistant (independent contract, part-time, casual)

Please contact information@fca-fac.ca. including in subject: ADMIN POSITION

Closing date: September 23, 2022

Reporting to FCA Board and working closely with the Chairs of the FCA Committees and Working Groups, the Administration Assistant will support operational aspects of the organization.

The hours per week will be approximately 8 hours on average. However, hours will fluctuate depending on meeting schedules, current projects and needs of the Committees and Working Groups. Some evenings and occasional hours on weekends may be required. One year contract with the possibility of extension.

Requirements:

- Reliable personal internet access at home (use of public servers is not permitted).
- A personal computer and printer.

Responsibilities:

- Assist with logistics for meetings online and in person; tasks may include sending out agendas, scheduling Google Meeting, managing Google Meet for meetings, assisting with attendance collection, onsite logistics, coordinating with presenters (includes attending General Meetings, Executive meetings and other meetings as determined by the Board).
- Assist the Communications Group with website content management.
- Help manage and maintain contacts lists.
- Create online surveys as required and collect data for analysis.
- Assist with e-newsletters or special email communications.
- Assist with management of information on Google Drive.
- Help train new Board members to use Google Suite and Mailchimp as required.
- Other duties and projects as required.

Skills and Experience:

- Proficiency working with Google Suite, especially Google Meet, Google Drive and Forms.
- Experience with the Wordpress platform and updating websites. Some coding experience could be helpful but is not required.
- Experience working with MailChimp.
- Strong oral and written skills in English. Bilingualism (French) would be welcome.
- A background in communications will be considered an asset.