



Administrative Assistant

Summary

This is a 1-year position with the possibility of extension. The Administrative Assistant provides administrative support to the entire association as well as to a national project “Team Primary Care: Training for Transformation” overseen by CAPA. The Administrative Assistant reports to the Director, Operations.

Administrative Duties

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes when required
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Order office supplies
- Book travel arrangements
- Act as the point of contact for internal and external clients

Project specific Administrative Duties

- Manage and process communications related to the project, redirecting as appropriate
- Assist with marketing, promotional materials, and communications including on-line and social media platforms
- Prepare information packages for project members and other stakeholders as required
- Arrange and schedule meetings for project team, project clinical sites/preceptors, and external stakeholders
- Participate in project team meetings and provide timely minutes
- Coordinate travel/housing arrangements for project members and participants
- Co-ordinate and network with other grant sub-projects as needed
- Assist and support project and conference presentations
- Assist and support project report writing and publications

Member Services

- Act as first point of contact for members – answer phones and email enquiries
- Direct members phone calls and emails to the appropriate staff member
- Process membership transactions (new and renewals)
- Maintain member database
- Manage member information and lists

- Manage the online renewal campaign
- Manage the registrations for events (i.e., conference, certification exam)
- Assist with membership renewal/registration campaign

Financial Duties (CAPA and project)

- Perform general accounting duties; accounts payable/receivable
- Perform general accounting duties including accounts payable/receivable, manage invoices, stipend payments, tracking financial activities for CAPA and related to the project in the project required format
- Provide quarterly reports

Web Content and Social Media Duties

- Responsible for all website content updates, changes, and additions
- Oversee the sending of the Association’s communications, including but not limited to monthly e-News Bulletins
- Assist both Advocacy and Stakeholder Relations Managers (East and West) with the management and creation of content for all social media platforms, which include but is not limited to Facebook, Instagram, LinkedIn, and Twitter
- Acts as main point of contact with website/database designers to ensure proper functioning

Perform other related duties as required.

Required Qualifications

- 2-5 years experience working in an administrative setting
- Good oral and written communication skills in English and French
- Proficiency in using Windows based computer applications including MS365 (Teams, Outlook, Excel, Word, PowerPoint) and other standard computer applications
- Ability to communicate clearly and diplomatically
- Demonstrated ability to problem solve
- Strong organizational skills
- Ability to manage conflicting demands and tasks
- Ability to work independently and to collaborate with a team (in person and remotely)
- Financial/accounting skills and experience (Simply Accounting an asset)
- Dedication to the Mission, Vision and Values of the association

Application Details

- Submit resume or CV with cover letter to Sandra Bourgon at sbourgon@capa-acam.ca
- Please use the subject title Administrative Assistant “PA Primary Care Work Integration” project in the title/subject line of your electronic email submission
- Application deadline: Thursday January 5th, 2023