



JOB POSTING

CAPSLE SECRETARIAT SERVICES ADMINISTRATIVE OFFICER

The CAPSLE Administrative Officer provides support for the CAPSLE Executive, Board, and membership at large. This role is responsible for carrying out a broad range of support functions to contribute to the smooth and consistent daily operation of CAPSLE.

Working remotely from their own work space, the Administrative Officer is an independent contractor providing CAPSLE Secretariat Services (corporate, conference, financial, web site and general office), as directed by the CAPSLE Board of Directors. This is a part-time (variable hours with an average of 15 hours per week) 12-month position.

POSITION RESPONSIBILITIES

Corporate Services

- Ensure all corporate books and records (Articles of Incorporation, Bylaws, Bylaw Amendments, Board and Committee minutes, Board resolutions, Directors' Register, Members' Register, audited financial statements) are maintained and up to date.
- Make all the necessary filings of corporate changes (changes of head office, officers, directors).
- Provide operational support to the Board of Directors (draft agendas, meeting notice, ZOOM sign-in, minutes, meeting resource, briefings, financial updates, etc.).
- Provide operational support for the AGM (draft agendas, meeting notice, minutes, briefings, financial statements, voting, meeting resource, etc.)
- Act as an information resource for the Board of Directors.
- Manage the administration of the necessary insurance coverage as directed by the Board of Directors.

Conference Services

- Act as planning resource for Conference Committees planning for current and future Conferences (planned for 1-3 years prior to the Conference).
- Provide administrative assistance with advertising and Conference budget, along with all other areas of the Conference (including speakers, attendees, meals, extra-curricular events, travel arrangements, etc.)
- Review contracts, send to CAPSLE officers for signature, forward to relevant party and retain one signed copy of all Conference contracts (hotel, meals, audiovisual, special events, entertainment, etc.).
- Resource / Liaison (Conference Organizing Committee, keynote speakers, attendees, presenters, hotel, etc.).

Financial Services

- Deliver (mail / email) membership invoices to all current CAPSLE members and receive and deposit all revenue (membership fees, Conference monies including registration fees, sponsorship, monies, etc.) in the applicable CAPSLE bank accounts.
- Assist the CAPSLE Treasurer with development of an annual budget and monthly updates of revenue and expenditures to date.
- Record all revenue and expenditures in accordance with standard accounting practice and as directed by the Board of Directors / Auditors.
- Prepare for / Deliver to the auditors the necessary financial records for the annual audit.

Web Site (public / members only) and Social Media Services

- Post / Arrange for the Conference materials (Conference Program Book, papers, presentations, attendee list, general information) to be compiled and posted on the CAPSLE web site for conference attendees only.
- Post / Deliver the monthly CAPSLE Comments e-Article(s) to current CAPSLE members.
- Social media posts and strategy as required.

General Office Services

- Maintain / Destroy / Archive CAPSLE records and materials in accordance with the applicable Policies (Destruction of Records, Archives, Records Management & Retention)
- Maintain CAPSLE mailing address, phone number and email.
- Respond to all calls, emails and inquiries in a timely manner.
- Provide, use and maintain general office equipment (computer, printer (print, scan, copy), phone, shredder)
- Prepare and send general correspondence on behalf of CAPSLE as directed by policy or the Board of Directors.
- Other duties as assigned

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES OF OUR IDEAL CANDIDATE

- Post secondary degree or diploma an asset or Business Diploma (2 years) with a concentration on accounting / bookkeeping, general business and marketing or equivalent.
- Bilingualism is an asset
- Minimum three or four years' relevant work experience
- Ability to represent CAPSLE in a professional and positive manner to all constituents
- Exceptional organization, interpersonal and time-management skills with an approachable and collaborative working style
- Ability to work with confidential and sensitive information
- Work in an ever-changing, fast-paced environment as a supportive team player
- Criminal record check is required
- Strong computer skills including Microsoft Office and the Google environment, along with familiarity with social media platforms
- This role requires working independently and remotely for long periods of time and then in-person attendance (when possible) at periodic meetings and/or yearly Spring conferences (usually in early May) within Canada. As such, travel may be required from time to time.
- Proof of full vaccination against COVID-19 is required unless unable to be vaccinated because of a ground protected under relevant Human Rights Codes.

ABOUT CAPSLE

CAPSLE is Canada's leading resource for learning, connecting, and growing in the field of education law. Our membership includes practitioners from a wide array of stakeholders in the education sector, from academics in the field of education, Principals and Vice-Principals, teachers, school board members and trustees, education union executives, education employers, government representatives, and legal counsel specializing in education, employment, and labour law. Our members, regardless of their roles, share a common interest in ensuring Canada has and maintains the best education system it possibly can, not only for its students, but also for all its stakeholder groups.

DIVERSITY & EQUAL OPPORTUNITY

CAPSLE is committed to diversity, equity and inclusion. We value each community member's identity and well-being. Together, we learn and grow by embracing multiple perspectives, experiences, and cultures. CAPSLE is an equal opportunity organization and we encourage applications from all qualified candidates. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation please advise us during our initial conversation and we will work with you to meet your needs.

HOW TO APPLY

Interested and qualified candidates are invited to submit their application, including a résumé and cover letter to info@capsle.ca.

We regret that only those selected for an interview will be contacted.

Thank you for your interest in CAPSLE.