



## Job Posting

### Job title

Events and Operations Assistant

### Reports to

Managing Director, Corporate Services

### Job overview

The Events and Operations Assistant will provide administrative support for CASN's corporate services activities, including events, finances, human resources, and membership activities.

This is a two-year contract full-time position with possibility of extension or permanence.

### Responsibilities and Duties

#### ***Administrative support for events and courses (55%)***

- Assist with planning, organization and delivery of virtual and in-person events and meetings, such as (but not limited to): annual Council meeting (includes annual general meeting), conferences, forums, CASN Accreditation Bureau (CAB) meetings, exam writing and review meetings.
- Assist in coordination of abstract review process.
- Assist with the development and creation of the sponsor and exhibitor packages for CASN events.
- Assist with recruitment of event sponsors and exhibitors.
- Support event logistics by liaising with hotel or meeting venue, booking hotels, travel, catering, sourcing and ordering equipment.
- Support for online registration set-up for events and courses
- Assist with scheduling of event related meetings (conference planning committee, forum planning committees), sending agendas, taking minutes.

#### ***Administrative support for financial activities (25%):***

- Assist with processing payments.
- Assist with creation of invoices and tracking payments.
- Review submitted expense claim forms for accuracy and completeness.
- Assist with preparation of documentation for audits.
- Assist with organization of Finance and Audit Committee meetings.
- Maintain office supplies inventory and order office supplies as needed.
- Mailing packages (e.g. exam certifications, speaker gifts)

- Assist with manual group registrations for courses and events

#### ***Administrative support for membership activities (10%)***

- Assist with annual membership fee renewals, tracking renewals and payment status.
- Creating and sending annual membership certificates
- Assist with annual elections process.
- Respond to member requests.

#### ***Administrative support for human resources (HR) functions (5%)***

- Support for recruitment functions – advertising of postings, scheduling interviews, scheduling appointments with references
- Support for social and team building activities, annual staff retreat, holiday events
- Support for onboarding new employees – such as coordination of phone extensions, office access.
- Tracking completion of training requirements – such as AODA, cybersecurity, etc.
- Assist with organization of HR committee meetings.

#### ***Other duties (5%)***

- Carry out other tasks as assigned, including taking direction from other staff as needed.

## Qualifications

### **Required qualifications**

- College diploma in business, office administration, events/hospitality, or relevant and equivalent experience.
- Excellent, clear, and grammatically correct writing and oral communication skills in English; some working proficiency in French.
- Attention to detail and accuracy.
- Excellent organizational skills, ability to prioritize multiple projects and responsibilities, and meet deadlines.
- Good judgement and problem-solving skills.
- Ability to work independently with minimum supervision (working remotely due to COVID-19), with occasional in person attendance requirements
- Take initiative, be a team player, take direction and have a positive attitude.
- Willing to learn new skills/software/programs.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint – basic to intermediate expertise), use of email – Outlook (intermediate to advanced experience for email and scheduling) and Internet.
- Ability to take accurate minutes for meetings.
- Ability to work a flexible schedule occasionally in order to accommodate and attend meetings and events in different Canadian time zones
- Outstanding customer service skills and responsiveness to customer requests and inquiries
- Professional attitude and excellent interpersonal skills

## Preferred qualifications

- Undergraduate degree in business, administration or related field.
- Fluently bilingual (French and English).
- 3-5 years of relevant work experience.
- Knowledge of or experience with event coordination.
- Experience using and/or setting up Zoom and Microsoft Teams meetings.
- Experience using an online survey tool (such as Qualtrics).
- Experience with clerical functions, processing payments, issuing invoices, membership fee renewals.
- Experience using an online registration system.

## What we offer

- Generous leave entitlements, including December holiday closure
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services
- Participation in a defined contribution pension plan (some exceptions may apply)

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

**The closing date for applications is Tuesday, June 6, 2023. Please submit a cover letter and resumé to: [HRRecruiting@casn.ca](mailto:HRRecruiting@casn.ca)**

*Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.*