

Job Description

Coordinator, Administration & Communications

The CPA is the national association for Canada's propane industry, representing over 400 member companies in every region of the country. Our mission is to promote a safe and thriving propane industry that plays a vital role in Canada's energy sector. To achieve this, we champion propane and the propane industry in Canada and facilitate best practices, safety and a favourable business environment through advocacy, training and emergency response.

Summary

Our association is currently seeking a Coordinator, Administration & Communications, to be based out of our Ottawa office. Reporting to the Director, Communications & Marketing, the Coordinator will be responsible for providing administrative support to the association's President & CEO, coordinating daily administrative duties, as well as providing support to the Communications and Marketing team.

Key Responsibilities

Administration (40%)

- Maintain the President & CEO's annual calendar, coordinating meetings, travel and accommodation.
- Prepare and compile reports, presentations, and meeting materials and handouts in a timely manner.
- Perform the functions of Secretary to the Board of Directors while supporting the President and CEO in her role on the Board, including preparing agendas, minutes and briefing notes.
- Prepare and submit expense reports and reconcile statements.
- Receive and process supplier monthly statements and invoices.
- Develop and maintain an electronic and physical filing system.
- Provide human resources support on matters relating to employee benefits and leave tracking.
- Act as the first point of contact for member and public inquiries.
- Perform other tasks as assigned, including assisting in other areas when required.

Membership (30%)

- Update and maintain member company and employee profiles in the membership database.
- Process membership applications, cancellations and renewals.
- Receive and process membership invoices and payments.
- Prepare and coordinate yearly mass mail-outs of membership information.

Communications & Events (30%)

- Assist in the maintenance of CPA public and members only websites.
- Input communications materials into various databases.
- Assist in the layout and distribution of member communications, including newsletters, regulatory alerts, and bulletins.
- Provide logistical support leading up to, and during, regional and national association events, including overseeing delegate registration, invoice payments, etc.

Qualifications

- Post-secondary education in a discipline relevant to communications, public relations or event management, or equivalent training and experience.
- Strong initiative and ability to work independently with minimal supervision.
- Strong prioritizing and multi-tasking skills, adaptability to changing priorities.
- Highly developed organizational skills and exceptional attention to detail.
- Proficient use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) required.
- Strong database management and analysis skills.
- Strong customer service skills, able to professionally respond to internal and external clients.
- Excellent verbal and written communication skills, preferably in both official languages.
- Highly self-motivated, positive attitude, passion, and enthusiasm.
- Strong analytical thinking, judgment and problem-solving skills.
- Must be willing to travel; this position requires travel 3-5 times a year.

Interested candidates must submit their resume and cover letter by email to melissamichaud@propane.ca no later than **July 21, 2017**. Please use "CPA Coordinator, Administration & Communications Posting" in the email subject line. CPA sincerely thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.