

WE ARE HIRING

Join Our Team



ADMINISTRATIVE OFFICER

- ✓ Permanent, Full-Time
- ✓ Starting Salary: \$60-70,000
- ✓ Comprehensive Benefits
- ✓ Start Date: July 31, 2023

The Confederation of University Faculty Associations of British Columbia seeks a **full-time Administrative Officer** to work in our 2-person office in Port Moody, BC.

DUTIES: Provides **administrative support, bookkeeping, basic communications,** and **meeting and event coordination,** and works to support the council, the executive committee, and elected officers.

QUALIFICATIONS: Post-secondary degree; familiarity with post-secondary sector. This position needs someone who is professional, organized, detail oriented, and has excellent verbal and written communication skills.

APPLY NOW

Send cover letter, resume, 3 references by July 12, 2023 at 4pm:

**ATTN: Annabree Fairweather
Executive Director
executive.director@cufa.bc.ca**

More information

POSITION DESCRIPTION



 www.cufa.bc.ca

ABOUT CUFA BC

We are a not-for-profit organization of 5 university faculty associations from BC's research universities. Together, we represent the interests of 5,500 faculty to the provincial government. We promote the value of post-secondary education, shared governance, and research to the broader public interest.

We are committed to employment equity and welcome applications from all qualified individuals. CUFA BC is proud to be a certified living wage employer.



DUTIES & RESPONSIBILITIES SUMMARY

- ✓ **Bookkeeping** | Track and reconcile accounts, issue electronic fund transfers and cheques, bank deposits, & produce financial reports
- ✓ **Administration** | Respond to emails, prepare communication documents, minute-taking, & meeting preparation
- ✓ **Meeting & Events** | Coordinate, arrange council & committee meetings
Coordinate annual academic awards nomination & spring gala reception
Coordinate conferences & events
- ✓ **Communications & Technology** | Website management, newsletter development & distribution, & computer software apps

QUALIFICATIONS & SKILLS

- Familiarity with post-secondary sector;
- Post-secondary degree or equivalent;
- 3+ years work experience in an executive administrative role;
- Excellent verbal and written communications, including writing and minute-taking, editing, and proofreading;
- Working knowledge of bookkeeping procedures and principles;
- Proficiency in and willingness to learn a variety of computer software applications (Microsoft Office Suite, QuickBooks, Wordpress, DocuSign, Mailchimp, Canva);
- Effective multi-tasking and time-management skills, with ability to prioritize tasks; and
- Commitment to fostering positive working relationships.