



ASSOCIATION OF
WOMEN IN FINANCE
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Association of Women in Finance – Administrator

Established in 1997, the Association of Women in Finance (the “AWF”) (www.womeninfinance.ca) is a group of finance professionals dedicated to supporting the advancement of women in finance.

The AWF is seeking a permanent home-based contract Administrator (“Admin”) to work with the Board of Directors (the “Board”) to build on its sound foundation and support the Board. The Admin will help to grow the AWF in a manner that improves outreach to BC’s finance community and helps establish and maintain meaningful partnerships within the industry.

Reporting directly to the President and Vice President and supporting the entire Board (thirteen women), the Admin will support the organizational business goals by providing overall administrative coordination and support for all initiatives and projects.

The ideal candidate will be an experienced administrator with strong technical skills, the ability to multi-task and prioritize competing requests, be talented in written professional communications with executives and the business community, be detail-oriented, and efficient in completing tasks as delegated. Bookkeeping experience is an asset.

This is a permanent contract position eventually averaging 30-35 hours per week. There will be a period of transition working with the retiring Admin through June 2014 during which hours are expected to average 10-20 hours per week. Note that the AWF is an events based organization so work flow will vary from week to week depending on the schedule of events with the busiest period being January through May. Working from your home office in the Lower Mainland is required with travel to attend board meetings as requested and all events. Please refer to our web site for more information about events. Hiring rate: \$25/hour increasing to \$30/hour in July 2014. Generous vacation time. Start date negotiable, but no later than November 30, 2013 to begin transition training and coverage.

The focus of the Admin’s efforts will include:

Board of Directors

Coordinates, organizes and provides efficient administrative support to the Board and the AWF, including:

- Receives and redirects or responds to incoming written correspondence and telephone inquiries and maintains a system to ensure follow-up action or replies have taken place as needed.
- Assists with drafting correspondence and other documents utilizing word processing software.

- Reviews outgoing correspondence to ensure completeness and accuracy in grammar, format and style.
- Maintains an electronic filing system, including bring forward function; identifies issues requiring follow-up by reviewing letters, correspondence and minutes, as required.
- Resolves day to day problem, evaluates procedures, recommends and implements revised methods to improve general administration.
- Maintains Board contact list.
- Assists in developing, maintaining and updating Board resources, including contact lists, database, Dropbox and/or Board documents, and Committee documents.
- Implements Board policies and decisions.
- Works with the Treasurer to administer annual budget.
- Establishes strong follow-up process for ongoing organization projects.

Coordination of monthly Board meetings, including:

- Schedules (via Outlook) regular meetings and attends if requested;
- Coordinates the development and distribution of meeting materials and agenda,
- Prepares the room and equipment as may be required.
- Makes catering arrangements as may be required.

Website

- Updates website on a continuous basis, including event notices, schedules and ticket sales, member notices, and AWF PEAK Awards materials.
- Works with the marketing and communications directors and the web provider to streamline processes and to improve visuals and functions, including, online payments, and branding consistency.

Events

- Under the direction of the AWF Events Directors, supports, coordinates and delivers events.
- Carries out all pre and post-event administration, including event notices, website postings, volunteer coordination, nametags, guest list, registration, invoicing and vendor payments, and follow-up communications.

AWF PEAK Awards

- Under the direction of the AWF PEAK Directors, supports the administration of the AWF PEAK Awards (May 2014).
- Carries out pre and post-event administration, including event notices, website postings, tracking sponsorship and invoicing, guest lists, registration sheets, VIP reception guest list, volunteer coordination, nametags, table seating, dietary restrictions, vendor payments, and follow-up communications.

Sponsorship and database

- Ensures that all sponsors receive accurate information and are responded to in a timely, efficient and courteous manner.
- As directed by the Board, liaises on a regular basis with sponsors.
- As directed by the Board, manages our participant and sponsorship database, including research, surveys, data entry, and recommendations on data collection.

- Ensures the organization and its vision, mission and values are consistently presented and demonstrated.

Skills and Qualifications

- University degree or equivalent.
- Three years recent related experience working in a professional office setting or an equivalent combination of education, training and experience.
- Exceptional organizational skills including a high level of attention to detail.
- Excellent listening, oral and written communication skills.
- Home office facility including computer with MS 2010 Business, printer, internet access.
- Demonstrated ability to:
 - Exercise considerable independence and judgment with minimal supervision.
 - Manage multiple tasks and projects, including the ability to change priorities in a high demand environment.
 - Anticipate and plan in advance solutions to problems and issues so they are managed in an efficient and effective manner.
 - Compose and proofread correspondence, prepare reports in clear, concise business English and draft complex correspondence for review by the Board of Directors.
 - Perform regular bookkeeping including use of Quickbooks accounting software.
 - Utilize related equipment including a variety of computerized software packages (Word, Excel, PowerPoint and Outlook).
 - Willingness to learn editing of basic website content, including images, text, and links.

To apply submit a cover letter with your detailed resume to admin@womeninfinance.ca by **November 8, 2013** and include the names of at least two references with their contact information. Only successful short-listed candidates will be contacted for an interview.

For more information about the AWF, please visit www.womeninfinance.ca