

**Position:** Financial Literacy Engagement Coordinator  
**Reports to:** Director, Interdepartmental New Initiatives  
**Contract Type:** Fixed Term, Full Time (6 months)

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a dynamic, team-oriented individual with excellent organizational and interpersonal skills to join our team in the role of Financial Literacy Engagement Coordinator. We are proudly recognized as one of BC's Top Employers for 2022. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

Reporting to the Director, Interdepartmental New Initiatives, the Financial Literacy Engagement Coordinator is responsible for engaging with CPA Financial Literacy volunteers and helping them to register for the newly developed IT system, conducting outreach and orientation to new and existing host organizations and volunteers. In addition, this role will work to support the overall objectives of the Financial Literacy program at CPABC, including reporting.

### **Key Responsibilities:**

- Conduct outreach to new and existing FinLit volunteers to educate them on our new IT system and CPABC support resources, with the ultimate goal of:
  - Building rapport with volunteers to better understand their preferences and specializations;
  - Ensuring adoption of our new IT system;
  - Expanding the pool of volunteers;
  - Expand the pool of volunteers with subject matter expertise in a variety of areas;
  - Providing support and feedback on session delivery;
- Conduct outreach to host organizations and prospect organizations to continually service and expand the FinLit program and to ensure each volunteer has an opportunity to deliver one session per year;
- Ensure all host organizations are accurately registered and logged in to the IT database;
- Assist with orientation sessions for new volunteers and host organizations on a quarterly basis at minimum, including organizing training sessions and ensuring the intake process is available on the CPABC website;
- Assist with internal reporting and other special projects including participant surveys and infographics;
- Ad-hoc administration of projects and initiatives as may be required from time to time; and
- Other duties and responsibilities as may be assigned.

### **Key Requirements:**

- Post-Secondary Degree or Diploma in Business, Event Management, Community and Stakeholder Relations, or other related discipline is preferred;
- Three (3) plus years of experience in Community / Stakeholder Engagement, Member Relations / Engagement, Events Coordination, or similar role;
- Excellent interpersonal skills with a proven ability to develop collaborative partnerships;
- Ability to work collaboratively as a member of a team and independently with minimal supervision;
- Proven ability to prioritize competing requirements and deadlines under pressure;
- Refined organizational and time management skills with the ability to multi-task;
- Intermediate proficiency with MS Office and Adobe, in particular Word, Excel, Outlook, PowerPoint and Acrobat Professional.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). Applications will be accepted until **November 30<sup>th</sup>, 2022**. We thank all candidates who respond; however, only those selected for an interview will be contacted.



**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

**About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a BC Top Employer award for 2020, 2021 and 2022.*