

**Position:** Professional Development Assistant  
**Reports to:** Manager, Professional Development Operations  
**Contract type:** Full Time, Fixed Term (September 12 , 2022 to December 20, 2022)

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and customer-centric individual with excellent attention to detail for the position of Professional Development Assistant with our Professional Development team. CPABC is 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**

The Professional Development Assistant will be responsible for providing logistical and administrative support to the CPABC Professional Development team primarily by organizing and coordinating the shipping of any materials and equipment required at in-person course venues, and also by preparing, emailing, and summarizing course evaluations to produce evaluation reports in a timely manner. The role will work closely with other members of the PD team and will be required to assist them in other projects which may include printing and shipping.

**Note:** *this position will require the individual to work in the office at least 4 days a week.*

### **Key Responsibilities:**

#### **Organizing Materials and Coordinating Couriers**

- On weekly and daily basis, review requirements for in-person courses and prepare schedule of items that need to be printed, packed and shipped to venues
- Print course materials as required
- Organize shipments and place orders with couriers to coordinate shipments to venues to be delivered on time
- Track shipments to ensure proper delivery
- Coordinate return shipments from venues to CPABC office, unpacks and stores audio visual equipment securely
- Assist as needed to pack up at course venue (downtown Vancouver) at the end of a course.

#### **Preparing, Emailing and Summarizing Course Evaluations**

- Prepare evaluations on Survey Monkey for all courses
- Email evaluation links to attendees on a daily basis, follow up emails for all courses
- Summarize completed evaluations and compile evaluation reports on a timely basis .

#### **Other administrative and miscellaneous duties**

- May be asked to host and monitor live webinars on Zoom when necessary
- Other miscellaneous duties to support the professional development team as necessary

### **Key Requirements:**

- Bachelor's Degree or post-secondary qualification, or equivalent experience;
- Minimum one (1) year of experience in an office administrative or customer services capacity, or similar function;
- Excellent interpersonal and communication skills;
- Strong attention to detail with good organizational and time management skills;
- Proven ability to multi-task and prioritize competing requirements and deadlines under pressure;
- Intermediate to advanced proficiency with Camtasia or other video editing software, MS Office;
- Ability to work collaboratively as part of a team and independently with minimum supervision.



If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca) by **August 7, 2022**. We thank in advance all candidates who respond; however, only those selected for interviews 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. 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 was presented with a BC Top Employer award for 3 consecutive years, most recently for 2022.*