

Position: PD Content Coordinator
Reports to: Manager, PD Content Development
Contract type: Regular; Full Time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and detail oriented individual with excellent time management skills for the PD Content Coordinator role. We are proudly recognized as one of BC's Top Employers for 2020. 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 Manager, PD Content Development, the PD Content Coordinator is responsible for providing overall support to the Professional Development Program team in the areas of conference planning, course development and corporate administration. The incumbent will work closely with the Manager, PD Content Development, in addition to providing ancillary support to the Director, Professional Development and the Instructional Design Administrator.

Key Responsibilities:

Conference planning (45%)

- Assist with CPABC conference planning and speaker coordinator, including scheduling calls with potential presenters and email management;
- Prepare summary documents for conferences, coordinating speaker bios, session descriptions and photos, following up on outstanding items;
- Coordinate conference logistics (e.g. speaker follow-up, technical & AV needs, quiz questions, etc.);
- Assist with drafting conference event speaker contracts, including conducting internal vetting process for conference speakers;
- Prepare draft MC scripts for conference events;
- Maintain a register of previously engaged and potential speakers;
- Liaise with PD Operations to market conference events in collaboration with the External Affairs and Communications department, including drafting and editing marketing content;

Course Development (45%)

- Respond to external presenter requests to engage with CPABC, tracking and recording Expressions of Interest ("EOI") received;
- Assist with course developmental tasks for both National and Chapter PD courses, including:
 - Course proposal requests and follow-up with incumbent and potential authors;
 - Document management of course proposals, descriptions and materials;
 - Communication with authors regarding deadlines and other quality control activities;
 - Monitor and track receipt of invoices;
 - Assist in coordinating author, Technical Reviewer and Content Advisor contracts;
 - Assist in the Technical Review process, coordinating materials, reports, etc., and following up as necessary;
- Prepare participant and instructor evaluation summaries to support quality control processes;
- Provide administrative and logistical support for PD Committee and subcommittee tasks;
- Assist with editing PD course materials;

Corporate Administration (10%)

- Assist with scheduling Advisory and Instructor Group meetings, including preparing and sending out Doodle polls, meeting invitations, etc.;
- Attend meetings, prepare action item reports, and take meeting minutes;
- Prepare statistics and reports as required, compiling meeting documents and distributing meeting packages;



- Manage group membership lists and contact information, including onboarding new group members;
- Other duties and responsibilities as assigned.

Key Requirements:

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Three (3) to five (5) years of experience in a Conference Planning or Coordinator capacity, or similar function;
- Proven experience with Project Management and Customer Service required;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills and the ability to multi-task;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please email your **r sum ** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until filled.

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 37,000 CPA members and 5,000 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 2020.