

Position: Professional Development Coordinator
Reports to: Manager, Professional Development Operations
Contract type: Fixed Term; Full Time (June 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 Administrative Coordinator with our Professional Development team. CPABC is proudly recognized as one of BC's Top Employers for a third consecutive year, for 2022. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.

Job Summary

The PD Coordinator is responsible for the administration of on-site requirements of seminars, and providing seminar information to customers. The role will also involve providing logistical support to seminar authors, instructors and proofreading and formatting of seminar material. The position also supports the delivery of web based PD seminars and products.

Key Responsibilities:

Customer Care and Program Delivery

- Hosting and monitoring live webinars
 - Create meetings on Zoom for Live Webinars, input any polling questions that will be used during the Webinar; coordinate and host walkthroughs with instructors who require guidance and practice before their live sessions, provide information on Zoom features; monitor live webinars – announce housekeeping information, present introductory remarks on instructors, track attendance, launch attendance polls, assist instructors and attendees with any issues
- On site administration
 - Setting up registration table (banner, materials, sign-in sheets); set up projectors and other AV equipment; check on proper room set-up (adequate number of chairs) and accurate signage; trouble shoot any problems the instructor might encounter (material/AV); address last minute special meal requests by attendees with the venue; receive last minute registrations via walk-in and accept cheques if provided and/or follow up with payment; at the end of the day return to the venue and "close up" (take down projectors, banner, store leftover material)

Quality Assurance

- Editing reviews of seminar material and posting on SharePoint
- Prepare print and electronic files for Coordinators to review before printing and/or uploading
- Prepare paperless and print files
- print and send seminar materials to instructors

Other PD Administration and Miscellaneous Duties

- Assist with printing and shipping of course materials, and other administrative support to the PD Team as necessary

Key Requirements:

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Minimum one (1) year of experience in an Office Administration capacity, or similar function;



- 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;
- Intermediate to advanced proficiency with MS Office, in particular Word, Excel and Outlook; and Adobe
- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca by **May 15, 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 2020, 2021, and 2022.