

**Position:** Senior Professional Development Coordinator  
**Reports To:** Manager, Professional Development Operations  
**Contract Type:** Fixed Term, Full Time (June 3, 2024 start - 18 months duration)

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Senior Professional Development Coordinator. We are proud and honoured to have been recognized as one of BC's Top Employers for a fifth consecutive year in 2024. Come join a high performing and collaborative network of like-minded professionals by applying to the position.*

### **Job Summary**

The Senior Professional Development (PD) Coordinator is primarily responsible for providing coordination and logistical support to seminar instructors. In collaboration with other team members, this position supports the administration and coordination of course delivery requirements for both in-person and web-based seminars, which include executive programs and conference days. The incumbent will also contribute to the quality control of course materials and products by proof reading and reviewing training materials and course recordings, while contributing to the creation of engaging marketing content for PD promotional materials.

### **Key Responsibilities:**

#### **Instructor Support**

- Liaise with PD instructors, including Executive Program and conference days facilitators, to confirm seminar logistics and materials, following up with instructors if not received by due date;
- Send reminder emails to instructors to confirm seminar logistics, updates or changes, registration numbers, and class lists;
- Coordinate conference day details with speakers, including confirming logistics, preparing and formatting course materials and handouts, preparing QR codes and links, and preparing housekeeping and closing scripts;
- In collaboration with the Manager, PD Operations and the PD Senior Administrator, coordinate the logistics and delivery of our Executive Programs, including liaising with instructors, following up on seminar materials, and communicating with program registrants on all relevant program information;

#### **Customer Care and Program Delivery**

- Provide Professional Development information to members and non-members;
- Host and monitor live webinars, providing program delivery support as required (e.g. create Zoom meetings, entering polling questions, coordinating and hosting walkthroughs, announcing housekeeping information, presenting instructor introductions, providing general troubleshooting support, tracking attendance and preparing attendance report);
- Provide on-site administrative support for program delivery, including setting up the registration table (banners, sign-in sheets, etc.), setting up required A/V equipment (projectors, monitors, etc.), ensuring proper room setup, troubleshoot any material or A/V issues the instructor may encounter, address last-minute special meal requests with the venue, register last-minute walk-ins and process payment as appropriate, complete "close up" activities (e.g. take down projectors and banners, store materials, etc.);

#### **Quality Control and Department Administration**

- Review and edit course materials and perform final review for other team members to ensure materials are error-free and adhere to defined guidelines;
- In collaboration with the Manager, PD Operations, coordinate the editing of recorded seminars and perform final review of edited recordings from other team members;
- Monitor the recorded seminar progress (from recording to review to production) of the on-demand product, to ensure completion within prescribed deadlines;
- Work with the Administrator, Professional Development to set up on-demand courses in iMIS;

- In collaboration with other team members and the External Affairs and Communications (EAC) department, create engaging marketing content for PD promotional material (e.g. online newsletters, emails, website, etc.);
- Assist with training of new staff on material formatting, Zoom monitoring and other responsibilities, as required;
- Prepare and send out author and instructor contracts, following up as required;
- Other duties and responsibilities as may be assigned from time to time.

#### **Key Requirements:**

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Three (3) plus years of experience in an Office Administration capacity, or similar position;
- Prior experience in performing proofreading tasks, and copywriting or content creation, would be an asset;
- 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;
- Keen attention to detail with refined organizational and time management skills;
- Strong proficiency and working experience with MS Office, in particular Word and PowerPoint; as well as Adobe PDF;
- Proven ability to prioritize competing requirements and deadlines under pressure.

The starting salary for this position is \$56,800 – 67,450 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

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 40,000 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 fifth consecutive BC Top Employer award in 2024.*