

**Position:** Senior Professional Development Coordinator  
**Reports to:** Manager, Professional Development Operations  
**Contract type:** Full Time, Permanent

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a passionate and highly self-motivated individual with extensive administrative and communication skills for the Senior Professional Development 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 new opportunity by applying to the position.*

### **Job Summary**

The Senior PD Coordinator is responsible for the administration of online and in-person requirements of seminars, and providing seminar information to customers. The role will also involve providing logistical support to seminar instructors, and proof reading of seminar material. The position is responsible for preparing contracts for seminar authors, content advisors, and instructors. The position is also responsible for creating content for the InFocus magazine, and other PD Flyers.

### **Key Responsibilities:**

- **Customer Care and Program Delivery (40%)**
  - Provides PD information to members and non-members
  - 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; troubleshoot 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)
  - Zoom monitoring – set up online meetings in Zoom with the requested webinar features, carry out walkthrough with instructors, provide support to instructors and attendees and troubleshoot during the webinar, manage Zoom features for webinar if required, take attendance, and compile attendance report post-event
  - Executive Programs - Arranges for off-site dinner and guest speakers for Executive Programs. Coordinates hotel rooms for attendees and speakers. Sends registrant confirmation, pre-work emails, and any follow ups
  - PD Nexus Days – Liaises with speakers to confirm seminar logistics and seminar materials. Coordinate pre-program walk through
- **Instructor support (20%)**
  - Liaises with PD instructors to confirm seminar logistics and seminar materials, follow up with instructors if not received by due date
  - Sends reminder email to instructors to confirm location and updates on registration numbers and class lists
- **Quality Assurance (15%)**
  - PLDP - Editing reviews of seminar material and posting on SharePoint. Prepare print file, and send seminar binder to instructors. Prepares paperless file and upload to the internal server. Reviews material prepared by other PD team members
  - Non-PLDP – Reviews non-PLDP materials prepared by PD Registration Coordinators before printing
  - On-Demand courses – Editing reviews of videos



- **Contracting (10%)**
  - Prepares and sends instructor, author, and content advisor contracts, tracks and ensures signed contracts are received and posted on the internal server. Maintains contract templates and update as necessary
- **Marketing & Other PD administration and miscellaneous duties (10%)**
  - Organizes and creates content for InFocus magazine, and assist with creating content for Executive Programs brochure, other PD marketing flyers
  - Other tasks as required
- **PD Financials (5%)**
  - Enters invoices of seminar expenses to the PD finance system. Checks calculations, codes, records, and obtains authorization on invoices. Assists in entering PD seminar expense accruals into the Estimates template in the PD finance system

**Key Requirements:**

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- Minimum three (3) 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;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- 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 apply with your résumé and cover letter by **Monday, January 26, 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 almost 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 was presented with a BC Top Employer award for 2020.*