

Position: Professional Development Coordinator (Course Evaluation Support)
Reports to: Professional Development Senior Coordinator
Length of contract: October 1, 2021 to December 15, 2021, Full time (37.5 hrs per week)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized individual with excellent attention to detail for a Professional Development Coordinator role focusing on Course Evaluation Support. Be part of an innovative, fast-paced communications team at one of BC's largest professional organizations.

Job Summary

The Professional Development Assistant (Course Evaluation Support) position will assist the Professional Development Coordinators in printing, preparing and shipping of course material, summarizing course evaluations and compiling evaluation reports, and other administrative support to the Professional Development Team as necessary.

The position reports to the Professional Development Senior Administrator but may receive side projects and instructions from the Delivery Coordinator. The person in this role will also work closely with all the Professional Development Coordinators in the department.

Key Responsibilities:

Preparing and Summarizing course evaluations

- Assist in preparation of seminar evaluation templates for every course
- Email evaluation links to attendees, and follow up with reminder emails
- Summarize evaluations in a timely manner once evaluation period closes, and record completion of summarization on spreadsheet

Printing and Shipping course materials to course facilities

- Prepare registration kits and other necessary handouts and items accurately for each course
- Assist in printing, preparing, packing and shipping of course materials each day to ensure materials are sent to course locations accurately and on time

On-site Administration at seminar locations

- On-site help at the end of the course – packing up of our AV equipment at the end of the day

Job Requirements:

- Bachelor's Degree or post-secondary qualification, or equivalent experience;
- Minimum two (1) year of experience in an Office Administration capacity, or similar function;
- Excellent interpersonal, communication skills
- Attention to detail, good organizational and time management skills
- Ability to multi-task, proven ability to prioritize competing requirements and deadlines under pressure.
- Intermediate to advanced proficiency with MS Office, in particular Word, Excel, Outlook
- Ability to work collaboratively as a key member of a team and independently with minimum supervision



If this job outline describes you, please submit your resume and cover letter to HRCPABC@bccpa.ca by **August 31, 2021**. 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 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.