

Position: Administrative Assistant, Student Recruitment and Events
Reports to: Manager of Student Recruitment
Contract Type: Full-time

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly self-motivated individual with excellent organizational, interpersonal and communication skills for the Administrative Assistant, Student Recruitment & Events role. 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 **Administrative Assistant, Student Recruitment and Events** role is responsible for supporting the Student Recruitment team with all duties required to grow the profession and meet recruitment targets for the CPA education programs. This includes coordinating sponsorships and events, attending events, answering prospective student inquiries, entering data and drafting communications to faculty, students and members.

Key Responsibilities:

- Builds relationships with prospective students and provides support through academic advising via emails, phone calls and face-to-face at info sessions and events.
- Coordinates and executes activities associated with recruitment sponsorships and career fairs, which includes any preparations required for company participation. Collects, tracks, and analyzes leads generated by the activities.
- Manages the administration of Information Sessions and Events (creates event in CRM and Zoom, updates website, provide technical support for Zoom sessions, email reminders, post event surveys, requests rental agreements for out of office info sessions, invoicing, tracking it on budget spreadsheet).
- Manages CPA Ambassador Programs (recruits new ambassadors, oversees onboarding processes, administers regular touchpoint communications, coordinates tasks and activities, assists with recognition events).
- Coordinates team communications (social media, newsletter content, direct marketing campaigns).
- Works with E-Communications Administrator to ensure Canadian Anti-Spam Legislation (CASL) compliance for all out-going electronic communications.
- Administration of leads and prospective students in CRM (includes data entry, data clean up, data restructuring, data import and pulling queries).
- Assume responsibility for setting schedules for chairing team meetings and recording meeting minutes.
- Collects and analyzes data to generate reports
- Represent CPABC at internal and external events including, but not limited to, information sessions, career fairs, networking events, and other CPA sponsored events.
- General office administration and support to team as required.
- Other related duties as assigned.

Requirements:

- Degree or Diploma preferably in Marketing, Business Administration, Communications, Event planning, or equivalent experience.
- At least 1 year experience working in a similar role that is focused on customer-service, recruitment, and/or data organization.
- Ability to write professionally and concisely.



- Excellent verbal communication skills.
- Provide high level of customer service, accustomed to dealing with various internal and external stakeholders.
- Advanced knowledge of Microsoft Office (PowerPoint, Excel, Word).
- Working knowledge of Zoom.
- Working knowledge of CRM databases and HTML is desirable, but not essential.
- Working knowledge of Microsoft Sharepoint is desirable, but not essential.
- Working knowledge of social media.
- Ability to organize multiple projects with strong attention to detail.
- Ability to work occasional evening and weekend events, preferred.
- Basic understanding of CASL compliance practices is an asset.

Why join our team? CPABC offers a balanced and flexible work environment with a competitive compensation package for this challenging position. -including group health benefits, retirement savings plan, training and development support, and employee recognition and rewards.

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*

If this job outline describes you, please **email your résumé and cover letter** with salary expectations to HRCPABC@bccpa.ca. This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for almost 35,000 CPA members and 5,500 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.