

Association Administrator – One Year Maternity Leave Replacement

The Association Management Practice of AMCES is looking for administrative support for its clients and currently has a requirement for a one-year maternity leave replacement for a health professional association.

AMCES offers a dynamic working environment that is focused on helping its clients achieve success. We are seeking an individual with previous administrative experience ideally in the association/not-for-profit sector. Other requirements include:

- A strong commitment to outstanding client service
- Excellent written and oral communication skills
- The ability to be flexible and a willingness to learn
- The ability to be self-directed and able to work independently with minimal supervision but also to work collaboratively within a team environment
- A demonstrated commitment to organization, accuracy and attention to detail
- The ability to support membership recruitment and administration, financial, program and other administrative processes
- Strong technology skills including experience with database, spreadsheet, accounting, content management software and social media
- Basic project management skills
- The ability to coordinate and manage a wide range of activities and responsibilities in an office that provides services to a variety of not-for-profit organizations
- Experience working effectively with volunteers and committees.
- Bilingualism would be considered an asset
- Previous experience administering certification exams would be considered an asset

A limited amount of travel and work outside of normal office hours will be required.

Please submit your detailed resume along with a letter of interest to the attention of:

Nancy Barrett, CAE
Partner – Association Management Practice
Email: nancy@amces.com