
Association Administrator – Contract Opportunity

AMCES Association Management & Consulting builds capacity so that associations can achieve their strategic priorities - effectively, efficiently and with a focus on results. Each member of the AMCES team has a unique mix of skills, knowledge and experience but all are committed to professionalism, lifelong learning and outstanding client service.

Individuals will have previous administrative experience ideally in the association/not-for-profit sector. The position based out of the AMCES office in Kanata, ON where the successful individual must also be able to function effectively in a work-from-home/virtual environment.

Other requirements include:

- A strong commitment to outstanding client service.
- Excellent written and oral communication skills.
- The ability to support membership recruitment and administration, financial, program and other administrative processes.
- Advanced technology skills and experience with software including:
 - General Tools: Office Suite (Word/Excel/PowerPoint)
 - Virtual / Collaboration: Zoom Meeting | Zoom Webinar
 - QuickBooks
 - Sales and Marketing: MailChimp/Constant Contact | Survey Monkey | Social Media
 - Other: content management system familiarity (for website updates)
- 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
- Proven ability to work independently with minimal supervision and work collaboratively within a team environment both in an in-person and virtual environment
- Proven commitment to accuracy and attention to detail, organized and reliable.
- Flexible and willing to learn
- Bilingualism would be considered an asset.

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

Nancy Barrett CAE Acc.Dir
Partner
nancy@amces.com