

AAC OPERATIONS ADMINISTRATOR

Job Posting January 2020

About Agility Association of Canada (AAC)

The Agility Association of Canada (AAC) is a registered not-for-profit association founded in 1988 for the promotion of dog agility in Canada. For more information on the sport, see www.aac.ca

Key Responsibilities

As **Operations Administrator**, you will report to the President and the Board of Directors. You will have the opportunity to be key leader of the functional processes of the AAC. You will assist the President by effectively and efficiently managing the daily operations of the Association. You will be the Administrative hub of the association.

This position requires administrative decision making, a high level of independence and initiative, and the ability to perform a high volume of work in a complex and fast-paced environment where continuous change, shifting priorities and frequent interruptions are the norm. Problems encountered can be complex and require analysis, research and planning to resolve. The standard for the quality of work and timely completion of projects is high. This position is privy to, and works with confidential, strategic, financial and personnel information. The selected candidate will project a positive and professional image through interactions with all stakeholders.

Task will include, but are not limited to:

- Acting as the primary point of contact for the AAC;
- Maintaining administration functions of the Association as directed by the President and the Board of Directors;
- Acting as Privacy Officer;
- Responding to queries on the support desk and by email;
- Advising the AAC Board of issues that may require their attention, following up with members and suppliers;
- Manage teleconferencing and virtual meeting services;
- Elections communications – prepare election package, monitor voting, compile results;
- Centralize and archive all documentation related to the operation of the organization, except where otherwise directed, maintain records and act as an information clearing house for Board and Committee members as well as the membership at large;
- Manage correspondence and regular updates to members, clubs, judges and competitors, bilingualism a definite asset;
- Maintain and update the AAC website and Social Media site;

- Oversee all financial, accounting, payroll and inventory functions related to the organization;
- Setting up Internal Control Procedures and guidelines in cooperation with the Financial Services Officer and the Treasurer.

It is expected that there will be three (3) staff and multiple volunteer appointees reporting to the Operations Administrator, including an employee to take care of financial reporting and data entry for the Association. This is a full time position where the candidate is expected to work remotely from home.

Qualifications and Requirements

- Degree in business administration, or a related field preferred.
- 2+ years of experience as an Operations Administrator or similar position.
- Experience working with a not for profit organization at the Board level
- Knowledge of funding and development
- Strong organizational and administrative skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and data management software.
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to multitask.
- Ability to create and maintain a social media presence.
- Proficiency in English, bilingualism an asset.
- Legally entitled to work in Canada

This position is a full time, permanent position with expected working hours of 40 hours a week. Salary shall be in the range of \$38-40,000 per annum depending on experience. As the position is home-based, working hours are flexible.

Applications should be submitted electronically in confidence to hr@aac.ca by February 7, 2020.