



## Job Posting – BC TEAL Administrative Manager

The **BC TEAL Administrative Manager** oversees the day-to-day operations and administrative functions of the association, ensuring high levels of organizational effectiveness. The Administrative Manager reports to the Executive Director, and works closely with various members of the BC TEAL Board of Directors and other members of the BC TEAL community.

The Administrative Manager provides key administrative support for the BC TEAL association. Duties and responsibilities include:

- Responding in a timely manner to general and membership inquiries;
- Overseeing registration for membership and events;
- Updating the website (Wordpress)
- Coordinating member communication sent through MailChimp;
- Overseeing accounts payable & receivable, filing relevant CRA documents, and liaising with the bookkeeper;
- Organizing general office procedures in collaboration with the Executive Director;
- Coordinating board meetings including creating and distributing agendas, and taking and posting the minutes;
- Working closely with volunteer board and committee members on various events and initiatives;
- Helping with event planning and coordination (i.e., the annual conference).

### Qualifications

#### Education & Experience

- Grade 12 education with relevant post-secondary education an asset (e.g., Office Administration)
- Minimum 3 years of related office experience
- Experience in a non-profit environment an asset
- Skilled in MS Office Suite (Excel, Word, Outlook)
- Experience with desktop publishing and Wordpress an asset

#### Skills & Abilities

- Ability to work both independently and collaboratively within a team
- Must have well-developed interpersonal skills to interact professionally and to establish and maintain positive working relationships with internal and external stakeholders
- Ability to effectively work with and provide information, assistance, and related services to the public, board members, and the membership in a tactful, pleasant, and helpful manner
- Demonstrated ability to be detail oriented, reliable, efficient, and diligent
- Demonstrated ability to exercise tact, discretion, confidentiality, and diplomacy
- Requires excellent organizational skills and the ability to work with minimal supervision to meet deadlines
- Ability to work under pressure with a demanding workload, frequent interruptions, and against tight deadlines
- Excellent written and verbal communication skills
- Exercise good judgment and leadership

**Hours and Days of Work:**

- 9:30 am – 3:30 pm, Monday to Friday; however, hours may vary according to the needs of the association, with more hours during busy periods leading up to conferences and special events.
- Candidates must be available for occasional weekend and evening work (i.e., events and conferences), including monthly board meetings (evenings).

**Pay and benefits:**

- \$23.00/hr
- Vacation leave and extended health benefits

**Our Culture**

BC TEAL is the oldest EAL professional association in Canada with 50 years of exceptional leadership in the field of teaching English as an Additional Language. We have a talented and intellectually curious board of directors who work hard to preserve and build upon our unique culture. We want our staff to achieve their full potential, and we are aware that our success as an association depends on our staff having strong and challenging careers they can be proud of. Using our values as our guide, we look to have staff who can make a difference in every interaction they have with our membership, stakeholders, and the communities we serve.

**Apply for this job:**

To apply, send your resume and cover letter as an attachment to [executivedirector@bctéal.org](mailto:executivedirector@bctéal.org) with the subject line “Application for the position of Administrative Manager” no later than 4:30 pm on the closing date.

**Closing date:** Tuesday, December 12, 2017