Ontario Association of Career Management (OACM) Virtual Administrator/Assistant

The OACM is seeking a part-time Virtual Administrator/Assistant to support with membership and administrative activities for their association. They are looking for a tech-savvy and organized VA who can work approximately 5 hours per month at $25/hr and be able to attend OACM Board meetings and professional development events. We are looking to build a long-term relationship.

Job Description for OACM Virtual Assistant
The Virtual Assistant reports to the OACM Chair of the Board. Duties and responsibilities include:

General Administration – Duties include
- Monitor association email and professionally respond to inquiries in a timely manner (2- 3 business days) with proper etiquette, spelling and grammar
- Organize email inbox and forward only those emails needing a response from the Board or a specific Board member
- Liaise with Insurance Provider for insurance inquiries
- Update materials in Dropbox for completeness and inform Board members of each change
- Update the website as per requested by the Board; maintain the events page
- Track your admin hours; note the breakdown of tasks, listing the allotted time for each on the invoice
- Send your invoice to the Treasurer
- Desktop publishing and photo manipulation is an asset

Membership Renewal Campaign – Duties Include
- Support the Board during the membership renewal campaigns
- Receive/track funds for each membership application and renewal
- Monitor PayPal and transfer funds when necessary; inform Treasurer
- Receive/track funds for attendance at each OACM Event
- Receive funds for any other Accounts Receivable purpose
- Reply with receipt to each member for payment made
- Create and send a wall certificate to each new and renewing member annually

Membership Management – Duties Include
- Ensure membership list is accurate, complete and up-to-date using Microsoft Excel
- Update the contacts in Outlook; add or remove contacts from the OACM Member List as necessary to ensure they receive the proper emails
- Update the contacts in Mailchimp; modify the TAG in their profile to reflect their membership status (ie Member or Non-Member)
- Ensure the membership list is up to date (in DropBox) in advance of each Board meeting. Membership stats (Total # of current, new pro and student members) Maintain membership templates to reflect the proper information using Microsoft Word
- Use the Save As PDF feature when creating membership documents based on the membership templates

Association Communication – Duties include
- Always capitalize Board in all communications when referring to the OACM Board
- Send out communication (MailChimp) on behalf of the Board.
- Set up communication campaigns in MailChimp
- Distribute notices and reminders for each OACM Event to distribution list
- Distribute communication messages to OACM members with MailChimp or Outlook upon request from Board Chair

Chair, Treasurer & Secretary Support – duties include
- Assist Board Chair, Vice Chair, Treasurer and Secretary with related requests
- Inform Treasurer of each transaction; forward invoices when available
- Store a copy of invoices and receipts in Dropbox
- Assist Treasurer with preparation of the Finance Status Report in preparation for Board meetings and Annual General Meetings
- Provide onsite event Support
- Attend association events and provide registration assistance
- Collect new/potential member cards
- Add potential new members (prospects) to the communication list in MailChimp using a Non-Member tag

Terms:
- 5 hours per month (1 hour per week)
- $25.00/per hour (paid monthly)
- Additional time will be agreed upon by the Board Chair

How to Apply:
Email Cover letter and resume to info@ontarioassociationofcareermanagement.org.
Apply by Monday Oct 23, 2023