

**Date:** May 16, 2019

**Submission Deadline:** May 31<sup>st</sup>, 2019

**Company:** Canadian Council for Aboriginal Business (CCAB) [www.ccab.com](http://www.ccab.com)

**Job title:** Membership Assistant

**Department:** Membership

**Reports to:** Director of Membership

### **Job Purpose**

CCAB invites applications for the contract position of Membership Assistant.

The Canadian Council for Aboriginal Business (CCAB) is a national, non-partisan, member-based organization. Our membership is comprised of both Aboriginal and non-Aboriginal companies operating in Canada. A thriving membership is central to CCAB's mandate. By building relationships between Aboriginal and non-Aboriginal businesses and communities, CCAB helps to foster an equitable and sustainable economy across Canada.

Reporting to the Director of Membership, you will have administrative experience in the areas Business, Communications, Public Relations or related fields. The right candidate will provide administrative support for the Membership department and focus in the areas of database management, prospect research and customer service. If you are hardworking, highly organized and a career oriented individual that is committed to working for the benefit of the Aboriginal community – we want to hear from you.

**External Contacts** – CCAB Members, Corporate Canada, Aboriginal Businesses

### **Duties and Responsibilities**

#### **Events Related**

- Data entry in CRM Membership management database (MPower) (training will be provided);
- Organize and maintain the membership filing system;
- Updating Membership Profiles using WordPress (training will be provided);
- Develop and organize member prospect spreadsheets complete with key contacts and background information;
- Assist Senior Membership Coordinator with preparing Membership packages (cover letters, emails, certificates);
- Identify and invite members to CCAB member events, providing staff support as needed;
- Assist with member events including registration set-up and support;
- Assist Director of Membership in coordination of all Membership Committee meetings;
- Provide excellent customer service for CCAB Members;
- Responsible for Accounts Receivable (AR) collection of past due membership fees and other CCAB outstanding /past due AR.
- Perform other related duties of a comparable level/type as assigned.

## Qualifications

### Formal Education and Experience

- Post-secondary diploma/degree or relevant work experience in business, communications, public relations or related fields, or 2 years relevant experience;
- Minimum two years of administrative experience

### Knowledge and Skill Requirements

- Excellent communication skills (written and oral)
- Analytical, operational and computer skills;
- Highly motivated team player with positive interpersonal skills
- Demonstrated knowledge and experience with Microsoft Office, Excel, PowerPoint
- Familiarity with Adobe Acrobat Pro DC, Salesforce, and WordPress will be considered an asset.
- Previous knowledge or experience with content management systems and sales management systems;
- Good judgement, discretion, tact and the ability to work easily with senior leaders within the charitable, government or business sectors;
- Research and data collection skills;

### Considered an Asset

- Demonstrated experience working with diverse cultures
- Established connections within the Aboriginal business community and non-profit is an asset;
- Bilingual English and French

### **TO APPLY:**

- Please submit your resume and cover letter to [HR@CCAB.com](mailto:HR@CCAB.com) on or before May 31st via email, with "Membership Assistant" in the subject line. We would appreciate no phone calls or agencies.
- We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. CCAB is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.

**Job Type:** This is a contract position working 37.5 hours per week ending March 31, 2020.

All qualified candidates must be registered with Miziwe Biik Aboriginal Employment and Training.

