



MIDWIVES ASSOCIATION *of* BRITISH COLUMBIA

The Midwives Association of BC is accepting applications for the position of Administrative Assistant

The Midwives Association of BC (MABC) is a professional association, staffed by a small team dedicated to providing support for midwives and the profession of midwifery.

The MABC is looking for an administrative assistant who has at least two years' experience in a similar role. Experience organizing Annual General Meetings is an asset. They must have the skill and willingness to take direction and to work in cooperation with office colleagues.

Start Date: August or September 2019

Location: Vancouver

Terms: 40 hours per week. Permanent position with room for growth. Note that the first two weeks will be an orientation period, with part time hours. Thereafter, the next two months will be up to 35 hours per week, graduating to a 40 hour regular week.

Compensation:

- \$24 per hour, commensurate with level of experience and education.
- Benefits

Responsibilities

- Reception duties, general office tasks, hospitality
- Assisting with member services and registration
- Annual General Meeting assistance, on and off site
- Board and committee meeting coordination, on and off site
- Manage travel arrangements for Board
- Assist with organizing and set up of various events
- Website updates

The successful candidate will have:

- Excellent verbal and written communication skills
- Excellent customer service skills, including a high level of professional etiquette and excellent phone manner
- Computer literacy, including proficiency in Microsoft Office skills
- Experience organizing meetings

- Experience in event coordination
- Ability to take direction and carry out tasks
- Ability to work independently
- A high level of attention to detail and organization skill

Preference may be given to applicants with **2 years'** experience in a related position.

Applications: Please send your CV and a cover letter by email to programs@bcmidwives.com
Please note that we will only review applications that include both a resume and a cover letter. Only candidates eligible to work in Canada will be reviewed and only applicants selected for an interview will be contacted.

Thank you.