JOB DESCRIPTION

| **Title** | Operations and Membership Assistant | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Operations and Membership Assistant will manage and support membership administration and operations functions. The incumbent will assist and support [Organization Name] teams of accounting and administration, membership services, programming, and operations, to advance priorities, plans, and the organization’s mission.

The ideal Operations and Membership Assistant will be familiar with [Organization Name], detail-oriented, organized, and able to work in a fast-paced environment.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Maintain accurate records of accounts payable and accounts receivable
* Process invoices and coordinate transactions with [Organization Name]’s contractors, suppliers, sponsors, and members
* Assist with month-end and year-end finance procedures
* Assist with budget preparation and the tracking of project spending
* Maintain organized and up-to-date financial records and files
* Schedule and coordinate meetings and appointments with members, potential members, committees, and working groups
* Support the on-boarding of new members with committee and engagement opportunities
* Maintain and update membership database records and provide member support for information and for payment
* Prepare reports and presentations as needed
* Support translation coordination and proofreading
* Perform general administrative duties such as returning phone calls, responding to emails, and filing documents in a corporate Teams system
* Support human resource vacation and related staffing files (absences, etc.)
* Additional related duties as assigned

**Core Competencies**

* Excellent communication and interpersonal skills
* Ability to build relationships with clients and employees
* Strong organizational and time management skills
* Ability to work in a fast-paced environment
* Ability to work remotely, independently, and as part of a team on occasion
* Strong project management, multitasking, and decision-making abilities
* Excellent attention to detail and accuracy
* Excellent problem-solving skills
* Ability to coordinate with multiple stakeholders to ensure success in different departments

**Qualifications**

* High school diploma or General Education Degree is required
* Bachelor’s degree or post-secondary certificate in accounting, finance, project management or business administration preferred
* 1-2 years of experience in a related field is required
* Prior experience with accounting or membership software is a plus
* English and French proficiency is required
* Knowledge of accounting principles and practices required
* Knowledge of applicable industry regulations an advantage
* Familiarity with (Insert software) is an asset

**Working Conditions**

* The standard work week for this position is typically XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required, including some evenings as needed.
* Some travel may be required.
* This position is remote/hybrid/onsite