



ALBERTA FIRE CHIEFS ASSOCIATION – CONTRACT OPPORTUNITY

BOARD AND MEMBER SERVICES COORDINATOR

Part-time (20hrs/Wk.) with potential to move into full-time (40hrs/Wk.) as onboarding and workload progress.

Alberta Fire Chiefs Association (AFCA) Administrative office is currently seeking a highly motivated, focused individual for Board and Member Services Coordinator. The AFCA is committed to excellence in the provision of member-client services. As a progressive organization we offer advocacy, creative solutions, promote and support life safety, preventative and protective services based on the values and principles of our members.

THE POSITION

Reporting to the Executive Director in an Administrative Support role, this position functions include:

Member Services

1. Assist members & municipalities with annual membership renewal. Aid with trouble shooting on-line renewal issues.
2. Follow-up on overdue membership accounts.
3. Track and prepare long-term membership recognition certificates for 5 and 10-year members and distribute to Regional Directors for presentation.
4. Prepare long-term membership recognition certificates for 20 years and more with gifts, Honourary Memberships, and Life Memberships in advance of the annual conference/trade show.
5. Maintain historical records on service to the AFCA (i.e., committee involvement, special recognition).

Board Services

1. Attend Committee and Board of Directors meetings including assisting the Executive Director in scheduling, hosting, meeting material distribution, minute-taking and other tasks normally associated with the role of Recording Secretary.
2. Collects reports from committees, external representatives, and stakeholder organizations as required.
3. Distributes approved minutes as appropriate to Directors, for posting on the AFCA website, and to the AFCA law firm.
4. Assists the Executive Director in the planning and staging of the Annual General Meeting.
5. Updates and distributes the Board Contact List as required.
6. Supports Directors in obtaining current membership lists.
7. Assists individual Directors in scheduling and hosting regional meetings, sector meetings (i.e., Urban Members, Rural Members) as requested.
8. Oversees electronic record-keeping and administration tools in use within the AFCA (i.e., G-Suite, shared drives, Dropbox, Flickr, TechSoup, Mailchimp, Zoom).

March 16, 2023

Support to Committees

1. Provides support to committees assigned by the Executive Director.
2. Communicates regularly with Officers and Executive Committee and provides appropriate support.

Website Maintenance

1. Maintain and update AFCA online Membership Database.
2. Manages AFCA websites to ensure content is current.
3. Posts articles, news items, advertisements, banners, etc. to the website as appropriate.
4. Works with Conference Committee and Conference Coordinator to incorporate conference material onto the website.

EDUCATION REQUIREMENTS

Related post-secondary education, or an equivalent combination of education, training, and experience.

KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Exceptional, self regulating time management skills, fast learner, excellent verbal and written communication skills, excellent interpersonal nature, customer satisfaction focus.

Knowledge and experience on website development/updating is an asset.

Past involvement in the operation of a Not-for-Profit organization would be advantageous.

ENVIRONMENT

As you will be working remotely, you will need to demonstrate exceptional self time management skills. Continually dealing with a wide variety of personnel, activities, projects, and tasks. There may be considerable pressure to complete projects, tasks, and programs within overlapping deadlines.

You will also be responsible for your own office space and equipment (computer/printer/phone/internet etc.)

RENUMERATION:

This is an hourly rate, contract position. Remuneration will be based on skill set and experience that you bring as a candidate.

This is a part time commitment (20hrs/wk.) with ability to migrate into a full-time (40hrs/wk.) as additional exposure and awareness to AFCA strategic plans, initiatives, and tactics are brought on with future projects.

If interested: applicants are invited to submit a covering letter and resume to:

Alberta Fire Chiefs Association
Recruitment@afca.ca

CLOSING DATE: April 14th 2023

Website: www.afca.ca