



## **Administrative Assistant Career Posting**

The RMTBC is the largest provincial association advocating on behalf of the profession of Registered Massage Therapists'. The RMTBC has a membership of approximately 3600. Members include Regular, Student, Retired, Associate and Schools.

We strive to ensure the highest standards in practice supports are provided to our members. The RMTBC is also a member of the Canadian Massage Therapy Association.

We advocate on behalf of the profession to government, insurers, and the public in order that the profession of massage therapy is recognized as an integral partner in the delivery of health care services to British Columbians.

We are seeking an Administrative Assistant to provide support to the office and members while supporting the Association in achieving our strategic goals.

### **Administrative Assistant Responsibilities:**

The Administrative Assistant is responsible to the RMTBC's Executive Director. Under the direction of the Executive Director, or their designate, the Administrative Assistant will:

- Organizing events (AGMs, Summits) and tradeshow
- Identify events that RMTBC can participate in
- Identify marketing opportunities for RMTBC to represent members to public such as ad campaigns and public service announcements
- Maintain calendar of all out-of-office events RMTBC participates in
- Assist in production, distribution of RMTBC Magazine
- Provide member support as required such as resetting member passwords, change address etc.
- Assist with membership renewals and new grad registration
- Assist office staff as required
- Represent and support RMTBC at events as needed

- Finding and testing new products and services for members
- Shall assist in the preparation of agendas, and organize meetings as requested by the Executive Director or their designate
- Shall receive and direct inquiries from members to the appropriate RMTBC staff
- Shall assist in the development of documents and resources that support the membership
- Assist with other duties as directed by the Executive Director
- General Administrative services, including but not limited to:
  - Respond to incoming correspondence, by phone or email
  - Processing membership renewals and sending confirmations
  - Identify items relevant to the Association's website pages

### **Work Hours and Benefits**

This is a full-time position of 35 hours per week. RMTBC offers competitive compensation and benefits.

### **Administrative Assistant Qualifications and Skills**

- Demonstrated experience in a not-for-profit environment
- Ability to manage multiple tasks and projects in a dynamic setting
- Excellent verbal and written communication skills in English
- Ability to manage activities
- Ability to take initiative and seize opportunities
- Ability to work independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative

### **Education and Experience**

- Qualifications include successful completion of high school diploma and one-year related experience
- Excellent command of written and spoken English
- Successful completion of high school diploma and one-year related experience

- Good understanding of healthcare professions
- Positive and professional communication abilities
- Able to multi-task, prioritize, and manage time effectively
- Comfortable using a variety of electronics (desktop/laptop), software (Microsoft, Adobe, Mailchimp etc.).
- Use of remote meeting applications/software (Zoom, Teams, GoToMeeting) a must

If you believe you're up to the challenge of helping the RMTBC 's members, please send us your CV detailing your experience, along with a cover letter that lets us know you're the right fit for this position.

Please reply directly here by August 23st, 2022.

We appreciate all applicants. Only those shortlisted will be contacted.