

Chamber Executives of Ontario
Administrative Support

The Organization

Chamber Executives of Ontario Association (CEO) is the professional development association for the senior management staff of Ontario based Chambers of Commerce and Boards of Trade. Its primary purpose is to share information, foster good relationships and promote the professional improvement of CEO members. Chambers of Commerce and Boards of Trade are not for profit, member-based organizations that represent and work with the business sector in communities.

Overview:

- This is a p/t permanent position
- Contact will be primarily virtual
- The successful individual can be stationed anywhere in Ontario
- Closes September 15, 2022 at 4 p.m.

Scope of Work

This position is accountable to a Board of Directors, through the Chair, and is tasked with providing administrative support for day-to-day operations. This includes but is not limited to:

- Working with the Board to establish and deliver short-term and long-term goals, plans and strategies
- Management of budgets, internal policies and legal regulations
- Administrative support for Board meetings, ensuring resources are allocated properly
- Meeting annual membership targets
- Developing, leading and evaluating professional development events, an Annual General Meeting and members communication tools in cooperation with Board volunteers
- Management of CEO's communication channels for the purpose of informing and promoting its value to members.

Qualifications

Required:

- Post-secondary education or equivalent work experience
- Extensive knowledge with applications such as virtual meetings platforms, accounting software, social media and Microsoft Office
- Minimum Class G Driver's License.

Recommended:

- Minimum 3 years' experience in the business sector
- Fully competent in managing and operating Social Media Accounts for business.

Compensation

- This max. 15 hours per week position pays \$22.75 per hour

Submissions:

Proposals/applications must be delivered via email to the following address by September 15, 2022, 4 p.m.

CEOSelectionCommittee@gmail.com

Any proposals submitted to any other email address or those received after September 15, 2022, will not be considered. Only those selected for an interview will be contacted.