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## Coordinator - Membership & Programs Job Description

**Job posted on:** 27 January, 2020.(TBD), **Applications close:** February 7th, 2020. (TBD)

**Date to start:** March 1st, 2020.(TBD), or sooner

The Canadian Kinesiology Association (CKA) supports the national advancement of Kinesiology professionals as valued and respected health care service providers within the allied health industry. It is a non-profit organisation that provides information about the profession to our members, the public, the government and other stakeholders.

### About the role

An exciting opportunity currently exists for an enthusiastic Coordinator – Membership & Programs to join the CKA. The position is for permanent full-time contract/self-employed, with a minimum 25 hours per week in the first instance, with the potential to increase the hours if required. This dynamic role requires a high-level of communication skills. Daily tasks include communication with members, the public, stakeholders and government bodies using various communication platforms. To be successful in the role you will work with a high degree of independence, must have exceptional communication skills and an ambition to work in the not-for-profit health and/or sport sector. This integral position oversees the implementation of programs such as the KinStartUpKit University Seminar/Webinar Tour and memberships, and supports the Executive Director with core administrative functions for the office, including but not limited to:

- Providing services approx.. 25 hours per week annually, working from home; must have own office working environment i.e. internet connection, computer and software.
- May require attending meetings during regular office hour or at night through teleconferencing, and may require travelling from time to time
- Supporting management committee and other subcommittees, coordinate and attend meetings
- Providing services in coordinating, managing and development of material, meetings and activities identified in the KinStartUpKit University Seminar/Webinar Tour Project.
- Attending working committee meetings, when required
- Accomplishing research and preparing documents and presentations
- Manage the complete process of membership dues and continuing education program
- Help in accomplishing administrative and promotional tasks, social media, web activities,
- Responding to phone and email enquiries, Data entry/management
- Accomplishing research and preparing documents and presentations.
- Any other related tasks.
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### The ideal candidate must have:

- Have experience and training in administrative management in NPOs, sports management or kinesiology
- Excellent communication skills – both written and verbal in both English and French
- Advanced PC skills – Word, Excel and Microsoft Outlook, Powerpoint
- Strong attention to detail
- Punctual, hardworking, honest and reliable
- Ability to work autonomously as well as part of a team
- Strong time management, ability to prioritise and meet timelines under pressure
- Enthusiastic, flexible and a positive and upbeat attitude
- Health or sport administration experience working in a similar role
- Have a working-at-home set up with your own computer and telephone.

Your ability to build strong working relationships with diverse stakeholders and the ability to multi task would be highly regarded.

Rate: \$15 per hour., approx. 20 000\$/yr