



JOB ADVERTISEMENT – Permanent- Manager, Education and Membership

The Organization

AFOA Canada was founded as a not-for-profit association in 1999 to help Aboriginal people better manage and govern their communities and organizations through a focus on enhancing finance and management practices and skills. Our premise is that effective management is key to building social and economic prosperity and essential to successful Aboriginal governance. With over 1,500 members, the Association has evolved into one of the most respected non-political Aboriginal organizations in Canada and internationally, with a reputation for success, a high standard of excellence and a visible commitment to contributing to Aboriginal prosperity and helping create a better quality of life.

The Position

AFOA Canada is seeking a highly qualified, highly driven Manager, Education and Membership. Reporting to the Vice President of Education & Training the incumbent will develop and implement AFOA membership and certification activities, PLAR services and evaluation of online courses. The incumbent provides training to staff and to PLAR assessors and has shared responsibility for the maintenance of the AFOA website, web based applications and e-communications. The Manager, Education and Membership is a member of AFOA Canada's management team, directly supervising the Education and Research Coordinator and Education Administrator.

Key Responsibilities

Membership:

Responsible for coordinating, carrying out and supervising membership activities, including:

- Process applications, Membership Perks and invoices
- Assist in developing and implementing the membership strategy
- Update the membership database as required
- Prepare and summarize quarterly membership statistics
- Troubleshoot related issues as required

Certification & Prior Learning Assessment and Recognition (PLAR) & Evaluation

Responsible for managing and reviewing certifications, PLAR & evaluations, including:

- Manage and review certification activities AFOA Canada offer
- Assist with the planning and implementing of relations with post-secondary institutions on education pathways, certification and marketing
- Perform Maintenance of Certification (MOC) and Monitoring activities, based on self-declaration and sampling
- Deliver presentations on how to become a Certified Member of AFOA Canada
- Manage PLAR activities for the CAFM and the CAPA programs; recruitment and retention, inquiries, processing applications, assigning assessors, provide support
- Prepare reports, outlining the results of the portfolio process and maintain a list of successful candidates
- Manage evaluation, assessment and reporting of online and in-person courses and PLAR
- Manage preparation of quarterly and year end reports of online course results

Information Systems:

Responsible for the maintenance of the AFOA Canada website, web based applications and e-communications, including:

- Maintain up-to-date knowledge of iMIS database systems, monitor data integrity and perform quality assurance checks
- Train users in iMIS Database and other web-based applications
- E-Commerce
- Add new content and make necessary revisions to English and French website, when required, using RISE (iMIS)
- Assist Public Relations department with website technical issues

- Create hyperlinks for specific PDF documents and AFOA Canada website
- Draft policies and procedures for relevant programs and systems
- Provide recommended improvements and changes to the Vice President of Education & Training

Administration:

Responsible for assisting the Vice President of Education & Training; including:

- Complete timesheets according to AFOA Canada policy
- Perform duties for the annual AFOA Canada National Conference
- Train staff on information systems and other related areas as required
- Attend management staff meetings and department staff meetings as required
- Provide input to the Quarterly Reports, Annual Report and Annual Audit
- Prepare and/or deliver presentations as required
- Create templates and develop new processes to ensure efficiency and consistency
- Assist in the development and administration of the Education and Training annual budget
- Perform other related duties as assigned

Required Competencies/Experience

- Diploma or university degree in a related field (i.e. Education, Business Administration or Arts & Science)
- Five years related work experience and/or training or an equivalent combination of education and experience
- The CAFM, CAPA and CIL designation(s) is an asset
- Supervisory skills are an asset
- Advanced written and oral communications skills in English are required. (The ability to communicate in French and/or an Indigenous language is an asset.)
- Very good knowledge of MS Word, PowerPoint, and Excel as well as other databases (i.e. Moodle System) and software for publishing and web design.
- Extensive experience in membership database development and implementation (i.e. iMIS) and website management
- Basic mathematic skills to calculate goods and services tax, review and verify membership dues and to reconcile membership revenue to the finance accounting system
- The ability to respond promptly to customer needs; responds to requests for service; meets commitments for services and assistance

Personal Attributes

- Self-starter /takes initiative – Takes initiative in all aspects of work
- Creative and resourceful – Uses research skills to exploit all resources
- Results focused – makes sure the job gets done and done well
- High energy – has high energy required to keep up with a demanding workload
- Highly organized multi-tasker – An effective multi-tasker who uses effective organizational skills to achieve progress
- A driven team player with excellent communication and interpersonal skills

Indigenous applicants are encouraged to apply.

Salary: AFOA Canada offers a competitive salary and comprehensive benefit and vacation package. This permanent position will be employed at the Ottawa location below.

Closing Date: Friday, February 16, 2018 at 4PM EST
Applicants must submit a letter of interest, resume and three (3) work related references by email to Sara Roundpoint at sroundpoint@foa.ca before the closing date. Applicants must clearly outline that they meet the qualification requirements on their resume.

Interviews will be held at the Ottawa location on 1066 Somerset Street West, Suite 301, Ottawa, Ontario K1Y 4T3. AFOA will not cover travel costs. Only those applications selected for an interview will be contacted. AFOA Canada reserves the right to cancel or amend job advertisements without notice.