

## **CTRA Employment Opportunity**

### **Job Title: Part time Administrative Assistant**

**Compensation** \$20.00 per hour with maximum of \$7000.00 per year. Hours of work must be logged in a monthly invoice with a description of work done.

### **Position Summary:**

The incumbent works within their own office, using their own computer and office materials. The administrative assistant reports directly to the CTRA President but interacts with members of the CTRA Board of Directors from all across Canada via Email and teleconference.

### **Duties:**

This incumbent will be a paid employee of the CTRA. The position is an annual contract to fulfill a variety of administrative tasks to assist the Board of Directors with short and long term strategic plans. The Administrative Assistant will be responsible for preparing Board of Director (BOD) documents and publications; collating and tracking annual calendar and strategic plans; preparing and circulating committee minutes; distributing member benefit materials; preparing membership data base reports; assist with the administration of National Conference, Annual General Meetings and CTRA Awards Program and assisting committees within the association by taking minutes. The incumbent will also be required to process annual memberships to over 500 members, update the CTRA website as required and respond to a variety of email inquiries.

### **Qualifications:**

- Strong computer proficiency in a windows environment using MS Word, Excel, Access, Web Expression and Publisher.
- Demonstrated ability to self direct, prioritize, effectively organize and manage time.
- Excellent written communication skills including formatting, grammar and proof reading skills.
- Experience working effectively within a team based approach.
- Experience with Registered Societies and Boards of Directors.
- Understanding of the therapeutic recreation profession is preferred.

### **Who can Apply:**

Open to the public

Email resume, letter of intent, and references to the CTRA President Tanea Goncalves at [president@canadian-tr.org](mailto:president@canadian-tr.org) by March 15, 2010.