



Position	Administration Manager
Reporting to	Vice-Chair - Executive Committee
Hours of Work	37.5 hours per week 8:30 a.m. – 4:30 p.m. (flexible to accommodate meetings)
Hourly Salary	TBD Annual Value \$35,000 - \$40,000
Start Date	March 3, 2019

Overview of Role

Provide membership relationship, administrative and organizational support for the Aboriginal Chamber of Commerce to enable the accomplishment of ACC goals and functions, and ensure the efficient operation of the office and support the Chamber’s membership.

Objectives

Assist in building the ACC brand recognition, profile and image through building strong relationships with all stakeholders through positive approach.

Assist in building a strong membership base through direct and responsive communication process.

Assist The Board in building and executing a strong annual business plan, that includes events, education and advocacy/policy support.

Strengthen outreach to members, grow our base of members and develop a communication plan for both current and prospective members.

Specific Duties

- Communication with members in the promotion of ACC events, membership renewal, support of policy initiatives and general liaison

- Monitor communication, consisting of mail, email accounts and telephone ensuring appropriate follow up is completed. This task includes informing & engaging the Directors as required for direct followup with stakeholders and contacts. The Administrative Manager is a conduit for communication between all ACC Stakeholders and the Board of Directors.
- Provide administrative support to the Board Chair. Including the organization and execution of the annual business plan and AGM.
- Provide administrative support for Executive and Board meetings. This function includes the booking meeting rooms, sending out agenda/meeting notice, taking minutes & following up on action items as required.
- Provide administrative logistics support for Events Committee as described above and additionally provide support with registration and set up on event day, liaising with event venue as required, investigating catering and venue options.
- Assist other ACC committees with basic administrative functions.
- Provide administrative logistics support to the Membership Committee as described above. Assist in the development and execution of the annual membership renewal and new member campaigns. Administer new member and member renewal process & follow up on membership renewals as required.
- Maintain an accurate data base of all members, vendors and partner organizations.
- Oversee and guide the work of summer interns and student intern projects
- Supervise, set up and schedule the meeting rooms on second floor as per WCOC agreement
- Other duties as assigned
- Attend committee and Board meetings

Relationships

- Responsible to the Executive Committee. Reports to Vice-Chair.
- Liaison with Winnipeg Chamber of Commerce Management
- Maintain a friendly, cooperative and business-like relationship with all volunteers and Chamber members
- Maintain a positive, business-like relationship with all elected and appointed officials and members of the community with whom ACC interacts

Qualifications

- Experience working with Microsoft Office
- Database experience an asset (CRM Software)

- Good organizational, communication and interpersonal skills
 - Ability to set priorities and complete work with a high level of accuracy
 - Two to three years of relevant experience
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