



Program & Office Administrator

We are seeking a Program & Office Administrator to join our team at a national, nonprofit association representing the Canadian aquaculture industry.

About the Association

Canadian Aquaculture Industry Alliance (CAIA) is a national industry association, headquartered in Ottawa that represents Canadian aquaculture operators, feed companies and suppliers, as well as provincial finfish and shellfish aquaculture associations. Check out this dynamic industry at www.aquaculture.ca.

Your Position

In this dual position, you will support the Executive Director with accountability for project and financial management. You will assume a leadership role in the overall delivery of the export marketing program. In addition, your responsibilities will provide the office bookkeeping required for all the association's financial needs.

If you have a passion for professional program management and accurate fiscal responsibility this role will provide you with an opportunity to work with key stakeholders including our members and government officials.

- This position is located in Ottawa at the CAIA office
- The position will commence as soon as the successful applicant is available
- On occasion this position will require weekend and evening work to meet deadlines

Your Accountabilities

Program Management

Our members will rely on you to administer their export marketing program according to relevant funding agreements. You will be accountable for the following;

- Overall delivery of the export marketing program
- Liaising with members to understand their needs and obtain their information
- Assessing member proposals and eligibility for claims
- Auditing the financials for the program
- Developing and reporting out to relevant funding agencies and the CAIA Board of Directors about the program



- Circulating updates and marketing information to members

Financial Bookkeeping

The Association requires accurate and timely financial accounting in order to ensure our members get value for their membership. You will be accountable for the following;

- Preparing accurate financial records and statements, including monitoring the budget
- Posting and monitoring accounts payables and receivables
- Preparing Payroll and government remittances
- Responding to financial inquiries
- Preparing financial records for the Executive Director and/or Board of Directors
- Administering membership renewals and maintaining financial and membership databases
- Maintaining administration files, office supplies and equipment

Your Qualifications

You will have experience or skills related to the following;

- Two or more years experience managing complex projects that had a financial accountability with multiple stakeholders (preference for government programs)
- Creating professional reports and other business correspondence (samples may be requested)
- Basic marketing knowledge
- Building and maintaining relationships with key stakeholders
- Minimum of one year accounting and bookkeeping practices (preference for Simply Accounting software knowledge)
- Experience in office procedures and practices for an efficient work environment
- Using Microsoft Office products

We are confident that our compensation will be competitive for the ideal candidate's experience and education.

Interested candidates are encouraged to send their resume and a cover letter to careers@aquaculture.ca by **Friday, May 31, 2013**

We wish to thank in advance all applicants however only those selected for interviews will be communicated with directly.