

Job Title: Client Project Coordinator

AOR 360 is an equal opportunity employer. We are committed to fostering a diverse and inclusive environment and recognize the strength that diversity brings.

AOR 360 is a management consulting firm that works collaboratively with clients to identify and implement strategic, practical solutions that help organizations achieve their goals. We also provide association management services to a range of not-for-profit organizations in Canada and internationally.

AOR 360 is seeking an early career professional, interested in building skills and experience while supporting a diverse range of clients and events to join our team. Working closely with a multidisciplinary team, the individual is responsible for administrative and logistical support for client specific projects.

At AOR 360, you'll join a team of professionals who take pride in delivering exceptional service and being fully committed to the success of our clients. We also value and support work-life balance for our team members.

This is a remote position. As this position is a remote position, applicants must have access to quality internet service during working hours.

What you will be working on:

Assist in the implementation of client projects and services through:

- Administrative duties to support organizational function, including scheduling of meetings, teleconferences/videoconferences and webinars.
- Support preparation of agendas and background materials and distribution of meeting documents for Board meetings and AGMs.
- Transcribe minutes of meetings for client Board meetings and AGMs.
- Ensuring client records are stored in accordance with federal and provincial legislation as required.
- Upload content to websites for clients.
- Supporting the implementation of client award programs.

- Planning and implementing virtual and in person academic and professional association conferences, webinars, continuous professional learning opportunities, meetings and webinars for AOR360's clients.

Skills and Attributes

- Recent (within the last five years) graduate of a degree program in management, business, public relations, communications or relevant field.
- Event planning experience would be an asset.
- Proficiency in English is a requirement and proficiency in French an asset.
- Ability to communicate professionally and effectively with external suppliers, internal leaders, peers and other employees.
- Writing, editing and proof-reading skills, requiring accuracy and attention to detail.
- Able to take direction well and contribute positively to overall work environment/performance of the group.
- Effective analytical and practical problem-solving skills.
- Ability to take initiative, work with minimal supervision and make independent, routine decisions.
- Discretion in dealing with confidential and sensitive information.
- Knowledge of word processing, spreadsheets and database applications.
- Proficiency in electronic mail, scheduling and presentation software.

What you can expect from us:

- Competitive compensation commensurate with experience (\$21-\$25/hour).
- Health, dental and employee assistance benefits (after a waiting period).
- Professional development days.
- A flexible working environment that promotes a healthy work-life balance.

This is a full time (40 hours/week) remote position. Some travel may be required. The successful applicant will need access to high-speed internet.

To apply, please forward your resume with cover letter to erin@aor360.ca

This position will remain open until a suitable candidate is found.