



JOB POSTING

Alberta Veterinary Medical Association

JOB TITLE: Executive Support Coordinator, Regulatory

LOCATION: Edmonton, Alberta

JOB SUMMARY

Come work for the ABVMA!

Are you looking for an opportunity to join a dynamic and supportive team to help protect the public interest, support veterinary professionals, and advance the veterinary profession through ABVMA responsibilities?

The Alberta Veterinary Medical Association (ABVMA) is seeking an Executive Support Coordinator who will report to the Registrar. This role is responsible for providing executive support to the Registrar and Deputy Registrar, Council, and various committees. Success in this role will depend on exceptional organizational and communication skills, strong technical skills, professionalism, leadership skills, problem solving, and a willingness to take on responsibility. This is a critically important position in the organization and is involved in many exciting initiatives of the ABVMA.

ESSENTIAL FUNCTIONS

- Performs duties in support of the Registrar and Deputy Registrar including but not limited to correspondence, managing schedules, supporting travel arrangements, conference arrangements, project management and collaborating with the Canadian Council of Veterinary Registrars and the Canadian Veterinary Medical Association.
- Responsible for preparation and posting of agenda packages, minutes, correspondence/project initiatives, travel and accommodation arrangements for Council and committees.
- Prepares communications such as presentations, letters, and reports for internal and external stakeholders (i.e. Council, Executive, government Ministries, etc.).
- Responsible for creation and distribution of materials for the ABVMA Annual General Meeting (AGM).
- Attend meetings and captures minutes, decisions and action items and decisions from the meetings.
- Responsible for invoicing and receivables recovery for various matters.
- Works collaboratively with Executive Assistant, Discipline and Manager of Communications and Professional Enhancement to ensure administrative support for Council.
- Undertakes special projects to support the advancement of regulatory and association policy and programming as assigned.
- Engages with veterinary professionals to provide information about ABVMA programs, requirements and support services.
- Reviews Council minutes to assist with and lead review and implementation of action items.
- Attends ABVMA events as required.
- Other duties and responsibilities as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Competencies

- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Proven organizational skills and demonstrated ability to prioritize competing requests.
- Adjusts communication content and style to meet the needs of various stakeholders.
- Ability to work independently and as part of a team.
- Strong leadership skills
- Proven communication skills, both verbal and written.
- Ability to develop and maintain positive working relationships with a variety of internal and external stakeholders.
- Proactive problem-solving skills
- Applies sound judgement regarding escalation of issues.
- Commitment to continuous learning

Education

- Post-secondary diploma in veterinary/animal health technology, office administration, business or equivalent is an asset.
- 3 years of experience in any of the following or a combination of the following:
 - the veterinary profession
 - office management
 - leadership
 - business administration

ABOUT OUR ASSOCIATION

The ABVMA is the professional regulatory organization responsible for the regulation of veterinary medicine and professional enhancement in Alberta. ABVMA was established in 1906 and continues under the authority of the *Veterinary Profession Act*. There are over 2,200 registered veterinarians, over 2,500 registered veterinary technologists practicing and approximately 590 certified veterinary practices throughout Alberta. The ABVMA is responsible for upholding the provincial standards related to the practice of veterinary medicine.

The ABVMA fosters a unique environment with a dedicated, highly skilled team who have a solid foundation built on mutual respect. Each employee brings unique skills to the team and has a measurable and essential contribution to make in serving our members. Above all, while working safely, all members of the ABVMA team must focus on continuously achieving quality standards in everything they do in order to meet and exceed our members' expectations.

HOW TO APPLY

Please submit your application to megan.bergman@abvma.ca with the heading Executive Assistant.

DEADLINE:

Applications will be reviewed as received and the posting will remain open until the position is filled.

COMPENSATION PACKAGE

Compensation will be commensurate with education/experience.

Wage range: \$25 -\$40/hour based on 35 hours/week.

Position also includes a benefits package (after three months).