



Job Opening: Administrative Assistant

About the Opportunity

The Canadian Association of MAiD Assessors & Providers (CAMAP) is seeking an Administrative Assistant to support the next phase of growth for our progressive, national charity that provides education to, support of, and advocacy for clinicians and allied professionals involved in medical assistance in dying (MAiD).

Reporting to the Executive Director, the Administrative Assistant will have a passion for the non-profit sector and will provide administrative support to ensure efficient operation of the CAMAP office. Our Administrative Assistant will be a master multi-tasker with excellent written and verbal communications skills and bring a positive attitude and approach to a team environment. They will be able to work independently and be capable of building strong relationships between internal and external stakeholders that will support our work.

The Administrative Assistant role at CAMAP is a part-time, permanent role (2.5 to 3 days per week including some evening and weekend work). The compensation for this position is \$26,000-\$36,400 annually based on a maximum of 20 hours per week of work. This role is a Canada-based, remote position.

About You

You bring 3 to 5 years of proven administrative work experience, strong organizational and planning skills, and preferably, a post-secondary education or training. A combination of experience and education will be considered.

You are professional, polite, and attentive while also being accurate. You are always prepared and responsive, and willing to meet each challenge directly. You have a desire to be proactive, create a positive experience for others, and you are coachable. You must have a genuine desire to meet the needs of others and the organization.

Qualifications and Requirements

- Skilled with various tech systems and platforms and comfortable adapting to new digital tools. Experience with Microsoft Office, Google Suite, Zoom, WordPress and databases.
- Strong verbal and written communications skills with the ability to write business communications with clarity including board meeting minutes, board packages, presentations, impact reports for stakeholders, etc.
- Strong attention to detail, excellent time management skills and ability to multi-task and prioritize work

- Experience supporting logistics and planning of events (i.e. retreats, symposiums, conferences)
- Demonstrated ability to work independently and successfully manage multiple priorities
- Demonstrated commitment to equity, diversity, and inclusion
- Experience working with a board of directors is an asset
- Ability to speak and read French is an asset
- Knowledge of service provision in a non-profit environment is preferred
- Commitment to the right for Canadians to receive a medical assisted death.
- Post-secondary education or training in office or business administration or related program
- Able to work evenings and weekends on occasion
- You must have access to or own a computer as CAMAP does not supply one

Key Duties and Responsibilities

Executive Director and Board Support (55%)

- Produce and distribute correspondence, letters, emails and forms as needed
- Support the creation of board and committee meeting packages, take accurate minutes, and circulate post-communication and committee decisions as required through the Executive Director
- Produce reports and presentations and draft letters
- Handle sensitive information in a confidential way
- Provide calendar management and support for Executive Director to ensure effective and efficient use of resources
- Develop and maintain membership lists and board and committee lists

Business Operations (30%)

- Maintain organization's electronic filing and document storage systems
- Field all requests and inquiries to the organization and appropriately direct them to the best person or respond to them
- Coordinate and support the various elements of organizational activities and events – i.e. Zoom meetings, webinars and symposiums
- Support the development of organizational policies and policy applications
- Develop and update administrative systems to make them more efficient

Fundraising Operations (15%)

- Support the development of proposals, grant applications and solicitations to attract financial support for CAMAP
- Assist with impact reports and general reporting to internal and external stakeholders
- Interact with donors and prospective donors when deemed appropriate by the Executive Director
- Conduct research activities to support revenue generation
- Conduct data entry



Canadian Association of MAiD
Assessors and Providers



Association Canadienne des Évaluateurs
Et Prestataires de l'AMM

How to Apply

Interested individuals are invited to submit a resume and cover letter of interest to info@camapcanada.ca. Please use “Administrative Assistant” as the subject line. In addition, your letter of interest should answer the following in 300 words or less:

Please tell us why you are interested in the Administrative Assistant role at the Canadian Association of MAiD Assessors and Providers? When answering this question, please focus on how your values, experience, and education are aligned with the key skills and qualifications required for this role.

All inquiries and applications will be held in strict confidence. Only those candidates chosen for an interview will be contacted.

This job competition will remain open until a suitable candidate is found but there is a preference for the successful candidate to begin work in July, if possible.

CAMAP offers a supportive environment to contribute to important work and to grow professionally and personally. You will have flexibility in your work hours, have the benefit of working remotely, and will report to someone who can coach you and provide opportunities for learning and development.

Thank you for your interest in the work of CAMAP. To find out more about CAMAP, our work, mission, and programs, visit www.camapcanada.ca.