



**Archives Association
of British Columbia**

Job Posting

Executive Assistant

The Archives Association of British Columbia (AABC) is currently seeking an experienced Executive Assistant. This is a contract position that provides up to 500 hours per year. The contract will be for one year, renewed annually with budget approval.

Archives Association of British Columbia

The AABC is a non-profit that was established in 1990 and supports archives, archivists, records professionals and all those with an interest in documentary heritage in British Columbia. As a member of the Canadian Council of Archives, the Association represents archival institutions in British Columbia at the national level. The AABC assists the community through education and professional development, advisory services, and through the maintenance of the provincial database, MemoryBC. The AABC is a registered society in the Province of British Columbia, as well as a registered charity with the Canada Revenue Agency (CRA).

Responsibilities

The Executive Assistant is responsible for assisting the operations of the AABC, ensuring continuity throughout the organization particularly in light of short executive terms, and facilitating the implementation of strategic priorities.

This position works remotely, and the contractor is responsible for providing their own work space and computer. Hours required from this position may be greater in some months than others, such as leading up to the annual conference and AGM or during grant writing season. The position may require some virtual and/or in person meetings throughout the year.

The position of Executive Assistant is responsible for the following:

- Assisting the Executive in planning the AABC's annual conference, including procuring sponsorships and communicating with vendors.
- Administering funding from successful grant applications.
- Developing and updating policies to assist with Executive functions.
- Assisting with scheduling Executive and Committee meetings.
- Organizing and maintaining the AABC's records management program.



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- Monitoring membership and taking initiative on projects that will ensure steady funding streams for the organization.
- Facilitating onboarding of Executive members, including transferring signing authority and orientation to roles.
- Acting on behalf of the organization at meetings with partners and other external organizations.
- Managing the AABC's incoming mail and assigning it to the most appropriate recipient.
- Providing support for the AABC's other contractors.

Qualifications and experience:

- A minimum of 3 years of experience as an Executive Assistant or similar role.
- Experience working with nonprofit organizations and volunteer boards.
- Ability to respond to requests throughout the month as required in addition to meeting monthly deadlines.
- Strong communication skills and ability to work with a variety of partners.
- Strong understanding of British Columbia and the Societies Act.
- Experience using GoogleDrive and associated platforms.

The contractor rate for this position is in the \$18,000 to \$20,000 range based on experience and credentials. Access to AABC courses as well as additional professional development will be available. Those interested in the role, please send a resume and cover letter to aabc.secretary@aabc.ca by **April 22, 2024**.

The AABC is committed to diversity and inclusion in the organization and our broader archival field. Pursuant to Section 42 of the BC Human Rights code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their applications.