



Canadian Association of Public Schools - International Invites Applications for the Part-Time Position of

Finance & Administrative Coordinator

The Canadian Association of Public Schools – International (CAPS-I) is a national non-profit association with a membership of 126 public school boards/districts/divisions across all 10 provinces. The Association has an annual operating budget of \$1.1 million. The primary mandate of the association is to advocate for and support the development and promotion of Canadian public schools' international education programs around the globe.

Reporting to the Executive Director, the Finance & Administrative Coordinator will be an important part of the team, performing clerical, bookkeeping and other administrative tasks as well as serving as a key point of contact for members, Board of Directors and industry contacts.

This position will be charged with tracking budgets/receivables/payables and keeping organized records, scheduling meetings and taking meeting minutes as required.

The Finance & Administrative Coordinator may also assist in the planning, execution and follow up required for CAPS-I events, held virtually or in-person, domestically or abroad.

An excellent Coordinator will possess superior time management and client service skills and be flexible, while able to prioritize a busy workload and efficiently complete deliverables. A high level of initiative and self-directed action will be required to maintain the profile and integrity of the association.

The work of the Finance & Administrative Coordinator will be done remotely and therefore the individual will need to be effective at working independently while part of a team and various committees.

This part-time position will be based on a 20-hour work week. Hours worked can be flexible with the exception of some specific meeting commitments a few times per month. Wage to be determined based on experience within the range of \$27-32/hour.

CAPS-I embraces diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage applications from members of groups that have been marginalized including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. Members of these groups are encouraged to apply and all candidates are invited to voluntarily self-identify during the application process.

Canadian Association of Public Schools – International welcomes applications from persons with disabilities and will provide accommodation during all stages of the recruitment and hiring process, upon request.

Interested applicants are asked to send a cover letter, résumé, and three (3) professional references by **4:00pm PDT on Friday, September 30, 2022** to the attention of Bonnie McKie, Executive Director
Email: info@caps-i.ca
Subject: Finance & Administrative Coordinator



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Public Schools - International

Association canadienne des
écoles publiques - International

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Only email applications, in WORD or PDF file format will be accepted and please ensure entire application package is included as **one** attachment.

Detailed job description at: <https://caps-i.ca/resources/employment/>

Only candidates selected for an interview will be contacted. We thank all others for their interest in the position.