

**EMPLOYMENT OPPORTUNITY**

**Position: Administrator**

**Status: .2 FTE (7.5 hours/week)**

**Hours of Work: Flexible**

**Posted: December 6, 2018**

**Deadline: January 2, 2019**

The Canadian Bioethics Society (CBS) is seeking an enthusiastic and experienced part-time administrator to support the work of this charitable society. A minimum three year commitment is preferred.

The CBS is a national, member-driven, registered charity serving as a forum for individuals interested in sharing ideas relating to bioethics. The CBS was created in 1988 from the fusion of the Canadian Society of Bioethics and the Société canadienne de la bioéthique médicale. Our vision is to be the leading bioethics collaborative forum in Canada working towards advancing the health and well-being of people at home and abroad. We aim to achieve this by facilitating high-quality bioethics engagement that is inclusive of individuals from a wide variety of perspectives, backgrounds, professions and beliefs.

**Key Qualifications and Skills**:

* experience in supporting a charitable organization comprised of volunteer staff
* excellent communication skills; fluent in English and French (spoken and written)
* detail-oriented
* proficient in word, excel, outlook
* experience with wix web-based platform an asset
* bookkeeping experience an asset
* an interest in the field of bioethics an asset

**Primary Responsibilities:**

The work includes supporting the volunteer Board of Directors with setting meeting schedules, developing agendas, and recording meeting minutes; managing the finances of the organization (paying bills, sending invoices, working with an accounting firm to submit annual tax returns, collecting membership dues and issuing receipts for memberships); responding to correspondence received through the organization’s e-mail and voicemail; assisting with the CBS annual conference by supporting the local organizing committee, developing agenda and recording minutes of annual general meeting, and attending conference; and other duties as assigned by the CBS Board of Directors.

The preferred location of residence for the administrator is Montreal, Quebec but qualified individuals from other parts of the province/country are invited to apply. The bulk of the work is completed virtually and can be carried out from any location. The successful applicant will require access to a computer and reliable internet.

Remuneration is competitive and commensurate with experience. Travel costs associated with attending the annual conference will be reimbursed.

Please submit a letter of interest and a resume to canadianbioethicssociety@gmail.com.