

ACOUSTIC NEUROMA ASSOCIATION OF CANADA

The Board of Directors of ANAC, a charitable organization, is seeking a motivated individual who would be interested in working from a home office for four hours per day to administrate ANAC. This individual must be able to work on his/her own, and must report to the Board of Directors on a regular basis. A Criminal Records background check is mandatory for this position. The following is a more detailed Job Description. If interested, please reply to one of the following Executive members via email
Mary Lou Merner, President, @ marylnharry@hotmail.com
Jerome Lamoureux, Vice President, @ jblamoureux@shaw.ca
Lori Anne McNulty, Treasurer, @Lorianne.mcnulty@mssociety.ca

National Coordinator Job Description

Revised August, 2010

Position Overview:

The National Coordinator is responsible for the administration of the Acoustic Neuroma Association of Canada. This position aims to achieve the following:

- maximize support and information to persons who have experienced acoustic neuromas
- educate the public regarding symptoms suggestive of acoustic neuromas.

- provide information on patient rehabilitation to health care personnel.
- Promote and facilitate research into the causes and treatments of acoustic neuromas.

Key Areas of Responsibility

Financial-25%

- Administer all accounts payable and receivable
- Administer all bookkeeping, bank, and financial reporting
- Ensure accounting integrity
- Prepare for annual audit and support auditor

Customer Service and Stewardship-30%

- Develops relationships and provides customer service for ANAC members and the general public
- Maintains and organizes Membership files
- Maintains and updates Membership databases
- Forwards necessary materials and literature as requested
- Ensures the annual renewal process of Memberships
- By mutual consent, refers new clients to appropriate members for support

Administration-35%

- Provides monthly financial statements to the Executive
- Keeps daily Activity Logs, time spent on calls, administrative duties, travel, etc and submits these reports to the Board of Directors monthly
- Keeps telephone logs for statistical purposes. Will record date, time and origin of call, age and sex of caller, and type of information requested and submit these logs to the Board of Directors monthly

- Maintains a stock of stationary, supplies and other materials
- After consultation with the Board of Directors, organizes the booking of the Annual General Meeting and Conference, and delegates accordingly
- Ensures the production and distribution of newsletters and other information in a timely manner

Meetings-10%

- Consults the BOD prior to monthly BOD Conference calls to set the Agenda, and makes arrangements for the logistics.
- Records the minutes of the Conference Calls and sends them to the President for review in a timely manner, prior to dissemination to the BOD

Qualifications and Work Experience

- At least 5 years of progressive experience in an administrative capacity with equivalent education.

Skills and Competencies:

- Sound organizational skills with the ability to track projects against established timelines and goals.
- Solid research skills and the ability to report information in written and oral formats
- Demonstrated ability to work with diverse groups and interests
- Goal-oriented, motivated, energetic, respectful, dynamic, positive, creative, resourceful, and must be a team player.
- Must maintain confidentiality at all times
- Outstanding interpersonal skills
- Excellent organizational skills with the ability to prioritize
- Flexibility with the ability to respond appropriately to a diverse work load

- Willingness to volunteer and participate at special events
- Ability to work independently and in a team setting
- Ability to maintain accurate, timely and complete documentation and electronic records for each event/program
- Excellent computer skills with experience in Microsoft Office and database systems.
- Ability to work with a variety of internal and external stakeholders including clients, medical professionals and volunteers.

Budget Scope and other Accountabilities

- Independent judgment is required in responding to general inquiries and problems .Significant problems are referred to the Board of Directors
- Accountable for diligent cost containment
- Responsible for bookkeeping of all expenses and revenues and accurate accounting principles are in use.

Others Considerations

- Extended hours and weekend work may be required from time to time.
- Some travel may be required. Mileage is reimbursed.
- Salary is \$20.00 per hour for four hours daily per 5 day week,
- This is a Contract Position, available October 1, 2010.