

Director, Administration & Member Services

Are you looking for a fulfilling career at a dynamic trade association? Are you someone who enjoys working in a fast-paced environment, with exceptional client service and organization skills, and are looking to develop yourself as a professional in the association world? The position of Director, Administration & Member Services at the Canadian Consumer Specialty Products Association (CCSPA) is for you.

WHO WE ARE

CCSPA is a trade organization, established in 1958. We have over 35 member companies who have 87 facilities across Canada. Collectively, we are a \$20 billion industry directly employing over 12,000 people. Our member companies make, package, and distribute soaps, detergents, personal insect repellents, hand sanitizers, deodorizers, lawn care products, disinfectants, windshield washer fluid and many other consumer, industrial, and institutional products. Our members' products provide solutions for everyday needs, making our lives safer, healthier, and convenient

There are many others employed in supporting industries, such as research and development, environmental protection and stewardship, information, technology and engineering services. Our annual exports are in excess of \$1 billion. Our members include such familiar companies as Procter & Gamble, S.C. Johnson and Son, Rechem, Reckitt, Lavo Inc., The Clorox Company of Canada, Premier Tech, Scotts, Ecolab and 3M.

WHY WORK AT CCSPA

The CCSPA is the premier association for consumer products located in Ottawa, Ontario. We have a small and effective team in a progressive work environment who deliver a wide range of member services which include regulatory and government affairs advocacy. This Director position is critical to the success of the association given the diversity of the role while respecting work life balance. There is a competitive salary, performance pay, benefits package including RRSP contributions. This position reports directly to the President, CCSPA.

QUALIFICATIONS

Education - A post-secondary degree from a recognized university and/or combination of education, training and/or experience. Experience in accounting, finance, and website management is required.

Outline of Job Requirements:

Office Management and Financial Administration

- **Budgetary Issues:** Prepare annual CCSPA budget (November) estimates for Board approval, with full justification for all categories. Monitor & invest CCSPA operating revenues to maximize profit. Monitor CCSPA discretionary spending to ensure monthly spending is within budget projections. Coordinate all financial details with auditors to ensure speedy audit process. Calculate windup cost annually for Board approval. Make sure all transactions recorded by bookkeeper are correct. Ensure accuracy of monthly income/expense statements,

income/expense projections, reports on investment, trial balances for approval by CCSPA Treasurer and President.

- Ensure CCSPA remains in compliance with current municipal, provincial and/or federal legislation.
- Keep up to date on proposed changes to current legislation affecting associations, employment law, etc. Ensure CCSPA is in compliance with PIPEDA, the new *Competition Act*, the *Accessibility for Ontarians with Disabilities Act*, *Integrated Accessibility Standards Regulations*, Ontario's Bill 168 under the *Occupational Health and Safety Act*, the *Canada Not-for-Profit Corporations Act* and Canada's new Anti-Spam Legislation, Ontario Human Rights, Ontario Bill 47, *Making Ontario Open for Business Act, 2018*.
- Ensure federal and provincial Lobby Registration information is updated in a timely manner for all CCSPA staff.
- Maintain all office systems, i.e., payroll system, accounts payable/receivable, equipment leases, sick leave/ vacation, group benefits, computer backup system, security, employee handbook, new employee process, etc.

Event Coordination

- Plan, prepare logistics and deliver the Annual CCSPA Government Interface with CCSPA team. (April/ May) This 3-day in person event is the key event in Ottawa with numerous speakers, Breakfast with Parliamentarians and Government plus member meetings.
- Prepare, plan and deliver the Annual General Meeting (June).

Services to CCSPA Board

- Working with the President, organize and prepare agenda and background documents for Board information package for all CCSPA Board meetings.
- Attend, take minutes and send to Chair before distribution to the Board.
- Organize and prepare agenda and documents for CCSPA Audit Committee meeting.
- Annual Board Effectiveness Survey
- Organize Nomination Committee meeting.

Member Services and Communications

- Maintain and update the CCSPA website on a weekly/monthly basis to ensure the most up-to-date information is available to the membership. Maintain up to date CCSPA membership database.
- Maintain current list of usernames/passwords for Members Only site. Maintain up-to-date email lists for CCSPA members, SPEC, RPC, and Public Affairs Committee. Maintain and update the www.healthycleaning101.org website. Distribute general information bulletins and notify CCSPA members of documents posted to website. Edit and distribute general committee information to CCSPA committee members.
- Coordinate membership renewal process, our Scholarship, Volunteer Service Award.
- Coordinate CCSPA Member Satisfaction Survey
- Edit all CCSPA letters, submissions, etc., send to Government and post to CCSPA website for members.

Competencies: Working with Others (Collaborating and Relationship Management), Planning and Organizing, Attention to Detail, Excellent Spelling, Critical Thinking, Judgment, Initiative and Communication (Oral and Written)

How to apply

Provide a cover letter and Curriculum Vitae. Your letter will clearly express the basis of your professional and personal interest in the position. Your letter should also provide concrete and detailed examples that clearly demonstrate how you meet the above criteria. **Please send letter and CV to assoc@ccspa.org by June 30, 2021.** CCSPA would like to thank all candidates who apply. Only those selected for further assessment will be contacted for interviews. The position will shadow the current Director until December 2021.