

## **Saskatchewan Emergency Planners Association 2025 Administrator Job Descriptions**

SEPA, a non-profit organization, is currently seeking to engage a contracted Administrator to assist its Board of Directors. The time commitment is approximately 20-30 hours per month.

### **The Role and Tasks:**

Support the Board Secretary by attending board meetings and recording minutes, monitoring event registration, invoicing, payments and depositing monies received. Completing year-end financials with auditor review.

Support the SEPA Board of Directors by:

- Working with the Board of Directors and partner agencies in planning, attending and executing events which may include the annual conference, AGM, workshops and other SEPA events.
- Booking and coordinating venues, facilities and catering services.
- Maintaining and updating the SEPA Website.
- Maintain and update the SEPA Wild Apricot membership site.
- Confirming presenter/sponsor/tradeshaw participation and logistics.
- Setting up and monitoring event registrations.
- Update and maintain all conference materials yearly
- Receiving, managing and answering written and oral inquiries.
- Ensuring printed materials are assembled and available for the conference. (conference agenda, AGM documentation, name tags, evaluation forms, expense forms etc)
- Attending the event registration desk.
- Assisting with event follow-up.
- Submitting updated board information and year-end information to Corporate Security.
- Completion of monthly bank reconciliations, depositing monies received for payments, completion of year-end financials for auditor review, invoicing for membership fees and/or conference fees
- Ensuring accounts payable are current (Wild Apricot, Weebly, Black Sun, Auditor, Marsh Canada Ltd. etc.)
- Attending and recording of SEPA Board meetings and Annual General Meetings
- Attendance at the Annual SEPA Conference.

### **The Ideal Candidate:**

- 2 years+ of administrative experience.
- Previous experience in event management.
- Previous experience with online booking systems.
- Strong multi-tasking and time management abilities.
- Intermediate skills in MS Office Suite and Google online tools.
- Excellent customer service and interpersonal skills.
- Strong verbal and written communication skills.
- Experience working with a non-profit organization.
- Ability to travel to and from SEPA meetings and events.

**Required equipment:**

- Cellular phone.
- Home office with high speed internet access.
- Computer with up-to-date OS and Virus protection software.

**Remuneration:**

Payment for services will be based on an agreed upon percentage of the SEPA Fiscal Year gross revenue.