



*Applications are invited for the position of*  
**ADMINISTRATOR**  
*for the Ontario Family Studies Home*  
*Economics Educators' Association*

*The Administrator will assume ongoing responsibility for the overall maintenance of the organization. The successful applicant will work closely with members of the Board of Directors and Executive Committee to guide in formulating association goals/strategic plans, plan and implement events and conferences, and aid in the bookkeeping and financial duties of the Association.*

Duties of the Administrator may include:

- Maintain current, accurate copies of all official organizational documents for the Association's archives.
- In consultation with the President or Vice-President, prepare for meetings by maintaining a current paid virtual meeting account platform (e.g., Zoom), and/or for in-person meetings booking meeting/hotel rooms, and audio-visual equipment (if required), and ordering the meals/refreshments needed..
- Provide OFSHEEA ad hoc committees any assistance they may need in completing their tasks.
- Work with the Treasurer to maintain all financial records (on QuickBooks) and prepare reports as requested for Board and Executive meetings. This includes receiving funds, disbursing funds (i.e. cheques), paying bills, maintaining accounts, and completing and submitting incorporation forms.
- Keep an up to date daily log of duties performed to assist the Association in developing the Administrator role. A manual of the position should be developed and maintained.
- Liaise with Association sponsors regarding conference sponsorship and advertising. This includes regularly updating the list of sponsors, communicating with them on behalf of the Board, and collecting sponsorship/advertising fees. Also, if a conference is held in person, work with the Conference Chair in organizing trade and book offerings.
- To work with the OFSHEEA communications subcommittee in creating promotions and sharing information (i.e, social media, e-blasts, etc.) on behalf of the Association.

The position of Administrator is a paid annual contract position with the possibility of renewal each year. (The current administrator with members of the executive committee

will train the successful candidate until they assume the role at the May Spring Board Meeting.) The position will start as soon as possible to provide training in advance of our spring board meeting.

**This is a paid position.** Compensation will be \$600/month for 20-30 hours of work.

Submit a completed application package, consisting of: a cover letter, and resume to [ofsheea@ofsheea.ca](mailto:ofsheea@ofsheea.ca), to the attention of Theresa Aqi, OFSHEEA President, and the Executive Committee..