



*Canadian Massage Association Canadienne
Therapist Association de Massothérapeutes*

Executive Administrator (Contract Position) Job Posting

The CMTA is a national association composed of ten (10) provincial and one (1) territorial massage therapy associations.

Officially constituted in 1991, the CMTA works collaboratively to promote massage therapy. We strive to ensure the highest standards in education and practice are met by member associations in providing massage therapy to the public.

We advocate on behalf of the profession to government, insurers, and the public in order that the profession of massage therapy is recognized as an integral partner in the delivery of health care services to Canadians.

We are seeking a professional Executive Administrator to manage the day-to-day business of CMTA and enhance our capacity to achieve our strategic goals.

Executive Administrator Job Responsibilities:

The Executive Administrator is responsible to the CMTA Management Team. Under the direction of the CMTA Management Team, or their designate, the Contractor will:

- Be responsible for ensuring the implementation of the Association's strategic goals and policy by planning, and coordinating all activities, within the Bylaws of the Association
- Shall attend all Management Team and Membership meetings
- Shall assist in the development of policies and procedures for approval by the membership
- Shall assist in the preparation of agendas, and organize all meetings as requested by the Management Team.
- Shall receive and coordinate all communication to and from the membership
- Shall prepare a yearly budget and monitor such budget in consultation with the Finance Chair
- Shall prepare documents for submission to the Association's auditors.
- Ensure compliance for document submission to the Federal Government for incorporation

- General Administrative services, including but not limited to:
 - Respond to incoming correspondence, by phone or email
 - Process any incoming mail
 - Prepare membership renewal invoices
 - Update and maintain the Association website and Basecamp activity
 - Ensure that appropriate stationery and forms are available as needed
 - The successful candidate will be required to provide their own computer and other related equipment

Work Hours and Benefits

CMTA is a “digital first association”- as such this is a remote/virtual work position

- This is part-time contract position (up to 40 hours per month) to begin; as the activities of the association ramp up, it is anticipated that this will increase to a full-time equivalent position in the future
- CMTA offers competitive compensation.

Executive Administrator Qualifications and Skills

- Demonstrated leadership and management in a remote work environment
- Ability to manage multiple tasks and projects in a dynamic setting
- Project management skills in a non-profit environment
- Excellent verbal and written communication skills in English
- Ability to manage activities
- Ability to take initiative and seize opportunities
- Ability to work independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative

Education and Experience

- 5 or more years of management or supervisory experience in the non-profit sector
- Relevant experience in a not-for profit healthcare organization/association is considered an asset
- Managing remote project teams is an asset
- Experience with QuickBooks online
- Computer and the use of remote meeting applications a must

This is an ideal position for an individual wishing to step up into an association management role, or for an experienced association manager seeking to step back from a full-time commitment.

If you believe you're up to the challenge of helping CMTA grow, please send us your CV detailing your experience, along with a cover letter that lets us know you're the right fit for this position.

Reply directly to job@crmta.ca by March 1st, 2022.

We appreciate all applicants and will acknowledge receipt and maintain communication throughout the selection process.