



Founded in 1994, the International Association of Airport Executives Canada serves the management and operations staff at over 300 airports across Canada.

IAAE Canada assists airport executives in fulfilling their responsibilities to the airports and communities they serve, through personal and professional development and training.

We deliver a wide range of industry services and professional development opportunities including training, conferences, and the Canadian Airport Industry Accreditation Program.

We are looking for a self-driven individual to provide administrative support services for the management of day-to-day operations. The term of the consulting arrangement will commence in early 2022 and continue on a month-to-month basis. The consultant will be responsible for determining the means and methods of performing the services within the overall standards and policies established by the company. The consultant will set their own hours of work to satisfactorily complete the services, which is estimated to require approximately 20 hours per week. The consultant will be provided with a monthly remuneration for services rendered, at the rate of \$25 per hour.

The consultant will contribute to the sustainability of the organization through coordination of our conference, website maintenance and training programs. The services will be provided remotely, and the consultant will utilize their own tools and equipment including computer with Microsoft Office installed, webcam and microphone, stationary or cell phone, printer, and scanner.

The ideal candidate will:

- Provide comprehensive administrative support to the Executive Director, including managing agendas and meeting minutes.
- Setting up meetings remotely, independent management of small projects, and liaising with members
- Coordinate the planning and administration of the annual IAAE Canada – F.O.A.M. Conference and participate in all planning meetings.
- Participate in the coordination and administration of website maintenance and upgrading.
- Coordinate monthly Board and Committee meetings, organizing, preparing agendas, etc.

Key Qualifications:

- Post-secondary education in a relevant field, or an equivalent combination of education and experience.
- Experience in, or familiarity with the Canadian Airport industry is preferred
- Experience with website maintenance, use of Visual Editor and the willingness to learn
- Outstanding Customer Service skills and the ability to connect with our members
- Proficient in a range of software, including MS Office and remote conferencing
- Experience in an executive support role. Board support experience is a significant asset

Please send your resume to Michelle Cretzman, Executive Director, IAAE Canada by Friday, February 18, 2022, 5pm (EST) at michelle@iaecanada.org

No phone calls, please.