

## **British Columbia Society of Landscape Architects (BCSLA) Executive Administrator Job Description**

### **Detailed Job description**

#### **Summary**

The BCSLA is seeking a new Executive Administrator for the Society.

The office of the BCSLA is located in the historic Marine Building at 355 Burrard St, Vancouver, BC V6C 2G8. With flexibility in undertaking remote, in-office and/or off-site activities, work location will be discussed and determined during the hiring process.

#### **Responsibilities**

This position will take on responsibility for overall management and operations of the organization. It is the responsibility of the Executive Administrator to be accountable to the Board for all organizational performance.

1. Working with the Chair, the Executive Administrator will ensure that the Board and its committees have appropriate and timely advice, background information and briefing materials to exercise their governance responsibilities.
2. Upon the election of each new Board member, the Executive Administrator will coordinate with the Board a program of orientation (onboarding), including a discussion of the general issues facing the organization and supply of onboarding package.
3. The Executive Administrator reports to the Board on a monthly basis all relevant information regarding the organization's operations, including the activities of the administration team and the status of ongoing programs and issues facing the Society.
4. The Executive Administrator recommends to the Board the development and implementation of policies and practices necessary for the BCSLA to achieve its fiduciary and operating obligations and objectives and recommends changes in those policies as appropriate.
5. In collaboration with the Board, the Executive Administrator develops the operational plan to ensure the achievement of the goals of the strategic plan.
6. Working with the administrative team and volunteers, is responsible for delivering the Annual General Meeting of the Society and
7. Assists with the organization and logistics for the annual conference and showcase of products that accompanies the AGM, including finding sponsors and organizing a trade show.
8. The Executive Administrator works with volunteers on the implementation the operations of the Society as required.
9. The Executive Administrator is responsible for supervising the other employees of the Society.
10. In collaboration with the Board and Committee Chairs the Executive Administrator assists with the generation of Annual Reports to the members and the public, which may include preparing scripts for speakers in consultation with the Board.

### **BCSLA Executive Administrator- Job Description (continued)**

11. Arranging and organizing the Board of Examiners meetings, as required. This includes confirming appointments to the Board of Examiners, finding alternative examiners when necessary, preparing documentation for examinations and organizing logistics.
12. Working closely with the Council of Landscape Architectural Registration Boards (CLARB) the Executive Administrator assists the interns of the society in taking the Landscape Architectural Registration Examinations (LARE).
13. Works closely with the Past President to administer awards and Board nominations.
14. In collaboration with the Privacy Officer ensures that privacy protection is in compliance with provincial, national and global legislation and BCSLA Policies.
15. In collaboration with the webmaster, the Executive Administrator maintains the website and online database such as tracking continuing education, licensure, career opportunities, examinations, intern experience, member status changes, event management, etc.)
16. Works with office staff and the publisher on the Annual Membership and Firm Roster.
17. Files monthly reports to the Office of the Registrar of Lobbyists.
18. Generates a weekly broadcast email to the members, allied professionals and the government.
19. Organizes networking events (e.g., holiday functions, volunteer recognition, new member book awards, etc.).
20. Collaborates with UBC School of Architecture and Landscape Architecture on joint programs.
21. In collaboration with the Board and staff, ensures that the office space and office equipment are in good order.
22. Assists a committee in the publishing of a quarterly journal, should that be necessary.
23. Is responsible for acquiring quotes and making recommendations to the board on suppliers required (e.g., publishers, bookkeepers, auditors, webmasters, etc.) for the operation of the Society.
24. Works with the bookkeeper and auditor.
25. Creates and/or manages the official correspondence of the Society.
26. Attends all Board meetings (no meeting in August), along with coordinating staff attendance at committee meetings and other required meetings of the Society.

### **How to Apply**

Individuals qualified for this Society Executive Administrator role are invited to send questions to [pmooney@sala.ubc.ca](mailto:pmooney@sala.ubc.ca) .

Applications with resume and cover letter are to be sent, by Thursday March 28, 2024 by email to [admin@bcsla.org](mailto:admin@bcsla.org)

The position offers a base salary of between \$85,000 - \$125,000 plus benefits that will be rewarded based on the candidate's experience, credentials and qualifications.

***BCSLA is an equal-opportunity employer. Please advise us if you require accommodation due to disability during the recruitment and selection process and we will work with you to address your need.***

***We welcome and encourage candidates with diverse identities and lived experiences. We understand that there are barriers in our society that have prevented some groups from accessing opportunities. You do not need to meet every single requirement to apply. If you are excited about this role and our mission, we encourage you to apply even if your experience does not align entirely with the knowledge, qualifications, experience, skills, and abilities listed here.***

***We thank all candidates for their interest; however, only those selected for an interview will be contacted.***