

## **ROLE:**

### **Marketing, Communication and Administration Coordinator**

Part-Time – Work from Home - Independent Contractor

Start December 2020

#### **ABOUT iiBV**

The iiBV, together with its member valuation professional organizations, leads the business valuation profession globally by providing business valuation education courses and course materials at the highest professional standard, promoting consistent professional ethics and standards, facilitating the exchange of information and ideas, and encouraging international co-operation and communication among business valuation professionals and organizations.

The iiBV develops and offers professional education courses in support of professional credentials and designations globally. The courses are offered online, in a modular self-study format (asynchronously) and in a live online (synchronous) format as well as the traditional in-class format.

The iiBV operates globally with the use of Zoom and other online platforms out of Toronto, Canada.

Visit us at [www.iibv.org](http://www.iibv.org)

#### **SUMMARY OF ROLE**

As the Marketing, Communication and Administration Coordinator, you will work closely with the Executive Director in running the organization and have leadership of iiBV's marketing and communication initiatives while providing administrative support to the Executive Director, the Board of Directors and the two main Committees of the Board, the Education Committee and the Marketing Committee.

As an independent contractor, you will be available for 12 - 15 hours per week on an agreed schedule and invoice the iiBV monthly.

## **Marketing and Communication**

- Working with the Chair of the Marketing Committee and the Executive Director, develop initiatives to get iiBV's key messages to stakeholders and selected audiences and attract students to iiBV courses;
- Manage iiBV website ensuring it is updated with the latest international business valuation news and events;
- Write and release regular press-releases and news-items for the iiBV website and mailing lists;
- Create and send regular marketing emails and newsletters using Mailchimp;
- Maintain and regularly update iiBV social media accounts (Twitter, LinkedIn, Youtube, Vimeo);
- Create new iiBV graphics using Canva;
- Work with video post-production contractor to review and develop various video webinars and interviews;
- Create monthly google analytics report;
- Coordinate iiBV events both online and in-person;

## **Administration:**

1. Education Program Administration:
  - Coordinate in-class and online course delivery, working as the main point of contact with the customer and the instructor;
  - Work with iiBV course curators to ensure all education material is kept up to date and finalized before classes are delivered;
  - Manage, maintain, and keep course materials up to date and organized in their respective folders;
  - Assist with the building of iiBV's online education platform.
  - Produce contracts, reports, and student communications for course deliveries;
2. Regular Ongoing Administration:
  - Coordinate and attend monthly Education, Marketing and Board of Directors committee meetings including updating calendar event, drafting agendas, and preparing minutes of meetings;
  - Maintain iiBV Dropbox files and filing system;
  - Regularly update iiBV organizational chart, CV's, and other documents as required;
  - Frequent use of diverse and changing online platforms (Dropbox, Google, Microsoft Teams, Vimeo, Mailchimp, SurveyMonkey, Trello, etc.)
  - Creation, distribution, and organization of iiBV invoices and support to accountants and auditors;
  - Other administrative duties as required;

## **QUALIFICATIONS & EXPERIENCE**

- At least five year's professional experience in customer service and administration;
- Marketing and communication experience;
- Advanced proficiency in Microsoft Office (Word, Excel, Powerpoint, Teams, OneNote);
- Excellent verbal and written communication skills;
- Thrives in an online innovative remote working environment, proactively exploring better ways to accomplish iiBV's goals;

## **HOW TO APPLY**

Send your personalized resume and cover letter to Michael Badham at [michaelbadham@iibv.org](mailto:michaelbadham@iibv.org)