

JOB POSTING

Association Coordinator (Part-Time)

About Us

Founded in January 2021, TouchPoint AMC Inc. is a boutique Association Management Company that prides itself on creating opportunities for our clients. We succeed when our clients do, and we do so by focusing on customer service, listening to the needs of our associations, and partnering with Boards and volunteers to work towards a common goal of moving organizations forward. We elevate the work of our client associations by focusing on our four pillar philosophies: Service, Innovation, Respect and Engagement.

With a modern office in North York, accessible by public transit and the main highway 401+404 arteries, we are a full-service Association and Management company that is looking for team members who share our philosophies and goals. Our collaborative approach to working with our clients is the same approach we have with our team.

About the Role

You will serve as an Association Coordinator for multiple TouchPoint clients. This role will support our client associations and will work within a team and report to the Partner who leads each client. This multi-faceted and engaging role may include the following job functions:

- *Support the work of the Association Operations team by:*
 - Displaying a clear understanding of organizational goals and mission
 - Helping to fulfill the association goals by working on assigned tasks in accordance with strategic plan of organization
 - Coordinating all meeting logistics, including date selection and administration, agenda distribution, collection of all meeting materials, taking and distributing minutes of all meetings in a timely manner

- *Membership Coordination, including:*
 - Database and renewal cycle management and regular reporting on membership statistics
 - Providing exceptional customer service as front facing membership representative

- *Event Support, including:*
 - Providing exceptional customer service as a front facing registration representative
 - Setting up and maintaining registration databases, including regular statistics reporting

- Running and collating name badging system, including event tickets and maintaining registration lists
- Participating in regular event team meetings, and completing assigned tasks
- Providing on-site support
- *Project Coordination, including:*
 - Working within committee structure to support the tasks assigned
 - Providing regular updates to project leader, whether staff or volunteer
 - Managing deadlines of committee projects

About You

You enjoy a challenge and like to try new things. The status quo is not always good enough, and you like to play a role in helping organizations achieve their goals. You have the following skills and attributes:

- A university degree or college diploma in a related field (ie. event management or hospitality) and/or;
- 1-2 years of association, hospitality or related experience that can support these goals
- Superior customer service skills to ensure client satisfaction through a professional demeanor
- A desire to learn and take initiative and ownership of assigned tasks
- Excellent communication skills, both written and verbal
- Clear understanding of maintaining confidentiality
- Effective time management skills, with ability to multitask and meet deadlines
- Bilingual French and English an asset
- Proficiency in all computer skills, with familiarity of AMS/CMS, Microsoft Office 365 suite, webinar platforms, Adobe suite, membership communication systems
- Travel for client meetings and events as required (including occasional nights/weekend)

What We Offer:

This part-time position has an hourly pay range of \$22.00-26.00/hr, with remuneration based on experience, with an expectation of 15-20 hours per week. The TouchPoint Team works primarily in an office environment with complimentary parking and allows for some remote work flexibility. We offer a positive and inviting culture where opportunities for education, industry involvement and advancement are encouraged. The targeted start date for this position is **April 15, 2025**.

If you think you are a fit for this role, and share the TouchPoint values, please send your resume and cover letter to info@touchpointamc.ca by **March 21, 2025**, citing "Association Coordinator" position in subject line or submit through our [online portal](#).

We thank you for your interest in advance, but please note that only those candidates invited for interviews will be contacted directly.