



Capilano Accounting Association Director of Internal Relations

Job Description

Job Summary

The Director of Internal Relations maintains strong and continuous communication within the CAA and with Capilano University's faculty and administration. Their main responsibility will be to keep students and faculty informed of all events and opportunities. The Director of Internal Relations is responsible setting up meetings and creating and distributing the meeting agendas. They will play a key role in member development throughout the CAA. They are responsible for building strong and positive relationships with the Capilano School of Business and other related associations. They will work closely with the Director of Social Media to increase awareness of the CAA among Capilano's students, especially those in the School of Business.

Essential Functions

- Attends all CAA Executive Meetings and distributes meeting minutes
- Distributes agendas and minutes to CAA members
- Communicates to internal entities through email, newsletters, phone calls, CAA info board, etc.
- Schedules additional meetings when necessary
- Main point of contact for faculty and internal entities at the university.
- Assists in the hiring process
 - Maintains updated job descriptions and organization chart
 - Assists President with conducting interviews
- Fosters professional development and upward mobility of all CAA executives
- Point of contact with students
 - Responds to emails from students interested in getting more involved/joining the executive team
- Set-up student registration forms on Eventbrite, Google Forms or Microsoft forms
- Works with the Director of Social Media to create and distribute newsletters to students and internal entities.

Working Conditions

The Director of Internal Relations spends approximately 4 – 10 hours per week creating CAA newsletter material, organizing information for newsletter, and maintaining a good standing with students on campus. The term of employment is from September 2023 to April 2024.

Qualifications and Skills Required

- Effective and professional communication skills
- Independent and proactive worker
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, Google Docs, and Mailchimp.
- High emotional intelligence
- Interest in Human Resources
- Graphic design experience is an asset (Canva, photoshop, ect..)