



Capilano Accounting Association Ambassador

Job Description

Reports to: President of CAA

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Job Summary

The club ambassador will promote the CAA within their networks and in their classes. They will help with set-up and take-down of events and assist executive roles where needed. These members will connect and help articulate how the association can help students gain short and long term success. This position will introduce you to the skills, knowledge, and drive you will need going forward as a club member, especially if you are interested in an executive role in the near future. It is crucial in this role to help other team members complete tasks and ensure timelines are being met.

Essential Functions

- Attend all CAA Executive Meetings.
- Communicate with faculty and other student societies on campus.
 - Will speak during their classes and others to promote CAA activities.
 - Keep club members up-to-date on questions and concerns peers have regarding events and career opportunities
- Must be prepared to fill-in-gaps where needed, such as providing insight on how we can improve our services to the community.
- Will assist association with tasks as needed.
 - Help with set-up and take-down of events
 - Assist the Director of CPA Relations to help promote the designation and career opportunities
 - Assists the Director of Marketing and Media and Director of Social Media to:
 - Create monthly newsletters
 - Increase engagement and participation through social events and other innovative ideas

Working Conditions

CAA Ambassadors will spend approximately 2 – 4 hours per week helping with administration tasks, fulfill essential functions listed above, and maintain a good standing with students on campus.

Qualifications and Skills Required

- Effective and professional communication skills
- Independent and proactive worker
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, and Google Docs.

Personal Benefits

- Networking with the business student body and the business community.
- Extracurricular activity to enhance your resume, career, and aids in winning scholarships
- Development of leadership, networking, internal relations, problem-solving, time management, and delegation skills
- Team and project management experience