

Job title	Registration Manager
Reports to	Executive Director and Registrar

Job Purpose

The Registration Manager works collaboratively with the Registration Coordinator to assist the Executive Director and Registrar for the Ontario Professional Foresters Association (OPFA) with the registration process and relevant files.

Duties and Responsibilities

- Support and help in the coordination of the Registration Committee.
- Update and maintain online registration files for all Provisional Members.
- Regular follow-up and assistance of Provisional Members including assembling and submitting documents needed to become a practicing member.
- Assist Provisional members in submitting documents for the Competency Assessment Process.
- Prepare updates and reports on registration for Council and members.
- Organize and assist in training and information sessions related to registration for members.
- Assist in any required By-law changes.
- Other duties assigned by the Executive Director and Registrar.

Qualifications

- Some post-secondary education in business administration and/or equivalent training or experience.
- Some knowledge of professional forestry an asset.
- Preference will be given to a member of the OPFA.
- High degree of attention to detail.
- Ability to work collegially and collaboratively both internally and externally to the OPFA and with members and volunteers.
- Valid driver's licence for Ontario and access to a car with the ability to travel.
- Self-motivated and the ability to work independently.
- Skilled at managing confidential information.
- Good judgment and decision-making skills.
- Strong communication skills: written, verbal, individual and group.
- Ability to multi-task, use initiative and take action as needed.
- Familiarity with the registration processes and procedures used by regulatory bodies particularly those used by the OPFA.
- Has a home office with high-speed internet.
- Accessible by phone with a voice mail system.
- Excellent time management skills.
- Proficient in the use of Microsoft Word, Excel, Outlook, Power Point.

Working Conditions

- The position is a one-year part-time position, 20 hours maximum per week.
- Remuneration will be based on experience and employment policies set by the OPFA.
- The position will require some travel (on average, four trips per year) requiring working hours outside the standard office hours. A valid driver's licence and use of a vehicle are required.
- The position will be based from the candidate's home office which must be in Ontario, Canada.

Physical Requirements

- There are no extraordinary physical requirements for this position.

To apply

Send your resume and a cover letter describing your training and experience by **January 31st, 2018** to:

Fred Pinto, R.P.F.
Executive Director and Registrar
e-mail: opfa@opfa.ca

Please note that only those selected for an interview will be contacted.