AmbCanada
Association des anciens ambassadeurs du Canada
Canadian Ambassadors Alumni Association

# POSITION OPENING

**Office Manager**
Canadian Ambassadors' Alumni Association (AmbCanada)

**Location:** National Capital Region; primarily remote
**Hours:** Part-time, averaging 40 hours per month; flexible schedule
**Compensation:** $40 per hour

## Who we are

AmbCanada is a voluntary organization of more than 380 former Canadian ambassadors, high commissioners and consuls general, living across Canada and around the world. Our mission is to increase public awareness of the importance of diplomacy and the valuable contributions of Canada's professional foreign service, while maintaining a strong and engaged community for our members.

## About the position

This is an independent contractor position, not an employee position with AmbCanada. The contractor will be responsible for carrying out AmbCanada's administrative and operational duties.

The work will be performed primarily remotely, although occasional in-person meetings and event attendance in the National Capital Region will be required.

The role also provides opportunities to meet and engage with people involved in Canadian foreign policy and participate in related events.

## What you will do

Provide day-to-day administrative and operational support to AmbCanada, as follows:

- manage AmbCanada's general email inbox
- respond to members' enquiries and provide timely, appropriate assistance with their requests
- administer memberships, renewals, member records, events, payments and related processes through Member365, and prepare reports for the Board as required
- maintain digital records, including financial and administrative records

- manage the administrative and logistical aspects of AmbCanada in-person and virtual events, including invitations, registrations, payments, attendance lists, Zoom webinar setup, and liaison with venues, partner organizations, and designated Board members
- prepare and distribute communications to members, including event notices, reminders, obituaries, newsletters, and other announcements
- ensure the translation of AmbCanada communications and documents into both official languages
- compile and distribute the monthly compendium of articles, publications and other media contributed by members
- provide new and revised content for AmbCanada's website, liaise with the website hosting and maintenance provider regarding its implementation, and review the website to ensure the accuracy, completeness and quality of published content
- assist with posting content on AmbCanada's social media channels, including editing webinar recordings as needed and uploading them to YouTube
- provide in-person support at selected events, as required
- undertake other related duties as requested

**Who we are looking for**

Someone with:

- strong organizational and administrative skills
- proficiency in Microsoft Office applications
- strong digital literacy and confidence in using technology, learning new software and adapting to new digital tools and platforms, including Member365, our integrated membership management system used to administer memberships and renewals, organize events, manage communications and contact records, process payments and other financial transactions
- ability to work independently while also collaborating effectively with others
- strong interpersonal and communication skills
- ability to communicate effectively in both official languages
- familiarity with office-related IT tools and AI applications, and an interest in learning and adopting new technologies

**Requirements**

- legal entitlement to work and enter into a contract in Canada
- residence in the National Capital Region

**How to apply**

Submit your résumé via email no later than December 4, 2026

To: info@ambcanada.ca
Subject: Office Manager position