



Attention all Canadian Region Members of ARMA International

Apply by September 3, 2010

ARMA Canada is seeking a Director of Conferences to serve a term of two years commencing July 1, 2011 and ending June 30, 2013.

Reporting to the Canadian Region Manager, the Director of Conferences has the responsibility of directing and overseeing the efforts of Conference Team members (Program Chair, Marketing and Communications Chair, Host Chapter Chair, Region Team and others) within the policies set by the Region Team. This includes budget planning, financial analysis and forecasting, conference site selection, contract negotiation, specific policy decisions, setting up and monitoring time schedules and ensuring that the goals of the conference are met.

It is important the Director of Conferences have their employer's support to serve in this capacity. This person will be required to travel on behalf of ARMA Canada to inspect prospective conference sites and make recommendations to the Region Manager, attend leadership meetings and oversee the annual Canadian educational conference. Although the Director of Conferences is not an official voting member during ARMA Canada meetings, this individual is expected to contribute to the meetings and is considered part of the Region Team.

To help acquaint them self with the position, the successful individual will be asked to shadow the current Director of Conferences until June 30, 2011. The Canadian Conference will be held in Charlottetown, PEI in 2011, in Nanaimo, BC in 2012 and in Saskatoon, SK in 2013. A budget is in place to assist with travel requirements.

When budgets allow, the Director of Conference may travel to the annual ARMA International Conferences.

This person will demonstrate strong leadership, communication and speaking skills. A team player with the heart of ARMA is a must!

Requirements for the position:

- An ARMA member for three consecutive years in Canada
- Experience in organizing seminars, workshops, training opportunities.
- Applicants will have exemplary negotiating skills
- The ability to work effectively in a team environment, coaching and leading skills is an important asset
- Project management skills
- Financial Management skills
- Good communication skills, both verbal and written
- The ability to think quickly and react spontaneously using sound judgment is a must

This is a great leadership opportunity to work with a great Region Team

To apply, please forward a letter of interest and resume to Bernita Cogswell, Region Manager, ARMA Canada by Friday, September 3, 2010. You can e-mail it to

Bernita.Cogswell@gnb.ca or send it via post to the following address:

Bernita Cogswell
Region Manager, ARMA Canada
77 Burnett Drive
Hanwell, NB
E3C 2J2

If you have any questions, you can contact Bernita at the addresses above or by telephone at 506-453-5618.