



CANADIAN  
BAR ASSOCIATION  
Saskatchewan

**Job Title:** Administrative Assistant

**Organization:** Canadian Bar Association – Saskatchewan Branch (CBA Saskatchewan)

**Location:** Remote (**Must reside in Saskatchewan** and have a dedicated home workstation)

**Employment Type:** Full-Time (Monday to Friday)

**Salary Range:** \$38,000 – \$45,000 per year

**Benefits:** Comprehensive benefits package

**About CBA Saskatchewan:**

The Canadian Bar Association – Saskatchewan Branch (CBA Saskatchewan) is a member-driven association dedicated to serving the interests of legal professionals in Saskatchewan. We provide advocacy, professional development, and networking opportunities to support our members in their legal careers.

**Position Overview:**

CBA Saskatchewan is seeking a detail-oriented and professional Administrative Assistant to provide essential support for our team and members. This fully remote position requires a self-motivated individual with strong organizational skills, the ability to work independently, and excellent communication abilities. The ideal candidate will be proficient in office administration and preference shown to those who have had experience supporting a board or membership-based organization.

**Key Responsibilities:**

- Provide administrative support, including scheduling, correspondence, and document preparation.
- Assist with the coordination of meetings, including preparing agendas, taking minutes, and distributing materials.
- Maintain accurate records and databases, ensuring proper documentation of member information and organizational activities.
- Prepare reports, presentations, and spreadsheets using Microsoft Office Suite (Word, Excel, PowerPoint) as well as Adobe.

- Communicate effectively with members, board directors, and stakeholders via email and phone.
- Support event planning and logistics for virtual and in-person member events.
- Assist with membership inquiries and ensure timely responses.
- Perform other administrative duties as required to support the team.

### **Qualifications & Skills:**

- Experience in an administrative role; experience supporting a board or working in a member association is an asset.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe.
- Strong communication skills with the ability to articulate information clearly and professionally.
- Excellent organizational and time management skills, with the ability to work independently.
- High level of attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Must be located in Saskatchewan and have a dedicated workstation at home.

### **How to Apply:**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to Monteen Dent, Executive Director, [monteen@cbasask.org](mailto:monteen@cbasask.org).

*CBA Saskatchewan is committed to diversity and inclusion. We encourage applications from all qualified individuals, including those from underrepresented communities.*

**Application Deadline:** February 28, 2025.

However, applications will be reviewed on a rolling basis, and interviews may be conducted as qualified candidates apply. The position may be filled before the deadline, so early applications are encouraged.