



Operating Room Nurses
Association of Canada



Association des infirmières et infirmiers
de salles d'opération du Canada

Job Posting: Administrative Assistant

Position Type: Part-time (Average of 20-30 hours/week) – Contracted Work

Location: Remote/Virtual Position

Hourly Wage: \$25/hour

About ORNAC:

The Operating Room Nurses Association of Canada (ORNAC) is a national not-for-profit organization dedicated to the specialty of perioperative nursing. We seek to advance the profession of perioperative nursing through educational and professional development opportunities, and the promotion of evidence-based best practice guidelines. We are currently seeking a motivated and organized Administrative Assistant to join our team.

Key Responsibilities:

- Manage general inquiries from members and the public, directing them to the appropriate person or team.
- Create graphics for ORNAC's website and social media platforms, using Canva.
- Develop content for member emails and social media posts to promote initiatives
- Design and manage forms using Google Forms.
- Maintain and manage ORNAC's membership list, including participating in membership reconciliation twice per year.
- Organize Zoom meetings, send reminders, and provide technical support as needed.
- Managing monthly webinar registrations, evaluation forms, and certificates.
- Issue invoices (through PayPal) for job postings, Advertising (website & journal), peri-op program approvals, and other ORNAC Services as needed
- Assist with additional administrative tasks as required to support the organization's daily operations.
- Demonstrate a willingness to learn new systems and tools as required to support ORNAC initiatives.
- Attend monthly board meetings.

Qualifications:

- Education or certification in administrative assistance or a related field;
- Previous experience in an administrative role;
- Demonstrated computer skills, including proficiency in;
 - Google Workspace (e.g., Google Docs, Forms, and Sheets)
 - Video conferencing platforms (e.g., Zoom)
 - Graphic design tools (e.g., Canva or similar)
 - Email application (Mailchimp)
 - Social media (Hootsuite)
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to manage multiple tasks efficiently;
- Prompt and professional communication is essential;
- Ability to work independently in a virtual environment with minimal supervision;
- Strong attention to detail and accuracy in documentation, and;
- Experience with social media content creation and scheduling tools is an advantage.
- Experience with website design, content management systems, or app platforms is an asset

To Apply:

Please submit your cover letter and resume to careers@ornac.ca. Applications will be accepted until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Note: The administrative assistant will assume costs of internet access, mobile phone access, computer hardware and business application software.