



# CANADIAN SOCIETY OF SOIL SCIENCE

## SOCIÉTÉ CANADIENNE DE LA SCIENCE DU SOL

### **CANADIAN SOCIETY OF SOIL SCIENCE OFFICE MANAGER/REGISTRAR/BOOK KEEPER**

The Canadian Society of Soil Science (CSSS) is a non-governmental, non-profit organization for scientists, engineers, technologists, administrators and students involved in professional soil science. Its goal is to nurture the discipline of soil science in Canada and ensure its relevance in the future.

CSSS is seeking a new contractor to complete the roles of Registrar, Office Manager and Book Keeper. The office manager, registrar and book keeper supports the management and operation of the society. The present work load is about 150 hours per year. The contract is annual but preference is for those who can make at least a 2-5 year commitment. Payment is quarterly at a fixed rate. An individual may apply, but it is essential there is an alternative person to ensure continued management and operation of the business office.

The job entails:

- maintenance of membership records;
- soliciting membership renewals with an on-line system;
- managing funds from membership renewals and journal subscription sales;
- preparation of 2-5 invoices per year;
- writing and obtaining signatures for about 30 cheques per year;
- semi-annual delivery of financial record;
- preparation of 3 newsletters per year using materials provided by others;
- distribution of materials by way of an email list server 2-3 times per week;
- and about once a year conduct on-line voting for Council positions or on other issues.

From time to time there may be special projects that will involve the contractor. The contractor answers to the Council, but most specifically to the President, who changes annually, and the Treasurer, who changes ever 2-4 years. Knowledge of website operation and social media are desirable. Membership in the society is mandatory, as outlined in the CSSS Rules and By-Laws.

Interested parties are encouraged to contact Steve Sheppard at [sheppards@ecomatters.com](mailto:sheppards@ecomatters.com) as soon as possible.

Applications should include a short resume and a maximum one page statement of qualifications for this role, before **April 30**.