Independent Contractor Opportunity: Administrative Coordinator

The Clinical Teachers' Association of Queen's University (CTAQ) is seeking an independent contractor to provide administrative services to its board and members.

The Administrative Coordinator provides administrative, governance, membership, communications, and financial support to the Clinical Teachers' Association of Queen's University (CTAQ). The role serves as the primary administrative contact for the Association and works closely with the Board of Directors, Executive Committee, Treasurer, committee chairs, members, and external partners to support the efficient operation of the organization.

Key responsibilities will include:

Administrative & Operational Support

- Manage calendars, schedule meetings, and coordinate logistics.
- Serve as the primary point of contact for member and board inquiries.
- Prepare, format, and distribute communications, correspondence, and organizational documents.
- Maintain electronic records, databases, and corporate files.
- Administer membership records, dues tracking, and member communications.
- Maintain and update the CTAQ website.
- Provide administrative support to the Endowment Fund Committee, including application coordination, meeting logistics, and communications.

Meetings & Governance Support

- Coordinate Board, Executive, committee, and Annual General Meetings.
- Prepare agendas, meeting packages, and supporting materials.
- Attend meetings and prepare accurate minutes, resolutions, and action item summaries.
- Maintain governance records, bylaws, policies, and other corporate documents.
- Support compliance with governance and regulatory requirements.

Financial Administration

Working closely with the Treasurer:

- Process accounts payable and receivable.
- Issue invoices and monitor collections.
- Maintain bookkeeping records and supporting documentation.
- Perform bank reconciliations.
- Process stipends and honoraria as required.
- Assist with financial reporting, audits, and year-end processes.

Typical Weekly Workload

The workload fluctuates throughout the year based on meetings, governance activities, and special projects.

Average weekly commitment: 5-10 hours per week, with occasional increases during:

- Annual General Meeting preparation and follow-up.
- Financial year-end, audit, and reporting periods.
- Endowment Fund application cycles.
- Governance reviews, Board elections, or special projects.
- Periods requiring significant member communications or board engagement.

Skills and Experience Required

Technical Skills

- Strong administrative and organizational skills.
- Experience coordinating meetings and preparing agendas and minutes.
- Basic bookkeeping and financial administration experience.
- Proficiency with Microsoft 365 applications, including Outlook, Word, Excel, Teams, and SharePoint.
- Experience maintaining websites and electronic records.

Professional Skills

- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities independently.
- Professional judgment and discretion when handling confidential information.
- Strong interpersonal skills and the ability to work effectively with physicians, Board members, volunteers, and external partners.

Preferred Experience

- Experience supporting a not-for-profit organization, association, or governance Board.
- Familiarity with bookkeeping and financial reporting.
- Experience working in healthcare, academic medicine, or a physician organization would be an asset.

Additional Considerations

Although the role is part-time, it requires a high degree of organization, initiative, and responsiveness. The successful candidate should be comfortable working independently, managing a variety of administrative and governance-related tasks, and attending occasional evening virtual meetings.
The workload is generally manageable because many activities occur on a monthly, quarterly, or annual basis; however, the role benefits from someone who is adaptable and able to respond effectively during busier periods.

Contract Details

This is an independent contractor arrangement with CTAQ. The contractor may provide services to other parties, provided those activities do not create a conflict of interest or interfere with the contractor's ability to provide the agreed services to CTAQ. This position is intended to be a limited part-time engagement, with the workload varying depending on board and member needs.

Compensation: $1,000 per month. The contractor is responsible for invoicing CTAQ monthly.
Term: Initial one-year contract, with the possibility of renewal by mutual agreement.
Anticipated Start Date: To Be Determined

The successful contractor should bring strong judgment, professionalism, discretion, and experience working with sensitive and potentially complex member matters. The ability to approach concerns impartially and constructively, and to support resolution through negotiation and mediation, will be important to the role.

Interested candidates are invited to submit a CV and expression of interest to Dr. Tarit Saha (President of CTAQ) tarit.saha@kingstonhsc.ca by November 15, 2026.