

The Society of Notaries Public of British Columbia is the regulatory body for notaries public in BC. The Society is currently looking for someone to join our team as the:

**Program Coordinator - Admissions, Students and Education**

This is an exciting opportunity to contribute to the education of notaries public in BC. Notaries Public provide non-adversarial legal services directly to the public. The Program Coordinator - Admissions, Students and Education is a full-time position that manages the day-to-day activities of the Society of Notaries Public of BC related to:

- admission of applicants to the Notary Education Program,
- coordination, communication and tracking of students in various cohorts, and
- organizing the delivery of the Notary Education Program.

The program coordinator is the executive assistant to the Director of Programs & Services. The successful candidate will:

- Oversee all aspects of the admissions process including ensuring applications for admissions are complete,
- Compile information into files for review by the Membership Admissions and Credentials Committee and communicating with staff at Simon Fraser University with regards to applications, admissions, and students.
- Organize and coordinate the applicant information sessions and panel interviews of applicants.
- Coordinate and manage the Notaries Education Program including processing and receiving new students into the notary education program through to graduation.
- Track completion of student requirements including the mentorship.
- Work with the Director of Program and Services to coordinate and arrange faculty.
- Work directly with the Director of Programs and Services to complete tasks related to enrolment and commissioning.
- Works with the Manager of Educational Programs supporting the development of the Notary Education Program.
- Establish, maintain, and keep up to date student profiles in the database and Sharepoint.
- Organize practical training and new notary workshop sessions.
- Assist in invoicing and collection of fees.
- Provide support to one or more committees of the Society.



**Qualifications:**

This is a position that is well-suited to someone with legal knowledge and/or experience as a notary public, paralegal, or legal assistant or who has experience in a post-secondary educational institution who has a passion for education and learning.

**Required Knowledge, Skills, and Abilities:**

- Excellent time management skills,
- High degree of attention to detail,
- High degree of proficiency in written and spoken English, including the ability to draft formal written communications,
- Demonstrates initiative with no supervision required,
- Knowledge in developing and implementing task guidelines,
- Proficiency in record management.

**Required Training and Experience:**

- At least 3 years of experience working in a complex office environment.
- A high level of proficiency in using the Microsoft Office Suite including SharePoint and other information management and information technology systems

**Desirable skills and knowledge:**

- HTML or website experience
- Event or Project Management experience

**Workplace conditions:**

The SNPBC has a supportive and collaborative team environment, delivering excellent service to clients, ensuring transparency and integrity with the team and stakeholders in a professional regulatory environment. The SNPBC offers a competitive compensation package including benefits.

The successful candidate will work from the office of the Society which is located in downtown Vancouver.

**Application information:**

The SNPBC has implemented an organizational communicable disease policy that will apply to the successful applicant. The policy has been developed based on guidance from WorkSafe BC and the Human Rights Commission and can be reviewed here:

[Vaccination Policy -Staff and Visitor to the SNPBC Office](#)

Qualified applicants who are Canadian residents or permanent residents are encouraged to apply by sending as attachments a cover letter and resume to [careers@snpbc.ca](mailto:careers@snpbc.ca). Attachments must be in pdf format. No other documents will be opened. The subject line must include the words “Application for the Program Coordinator - Admissions, Students and Education position”.

Applications will only be accepted by email. No applications will be accepted in person. No phone calls.

Applications will be accepted until **4:00 pm Friday June 24, 2022**.

**Interview process may commence prior to that date and may be conducted via video conference.**