



## **Canadian RegTech Association (CARTA) – Membership Engagement Coordinator (Part-Time)**

### **ABOUT THE ROLE:**

This role will require approximately 10 hours per week with flexibility to set the day(s) on which the work will be carried out. There is an opportunity for this position to expand into a more substantive role as the association continues to grow and the successful candidate demonstrates value add to the Membership, Advisors and Board.

You will act as a liaison between the association and our member and advisor communities.

### **Responsibilities:**

- Working closely with the CTRA Board to develop member, and advisor, relationship and communication strategies and assisting with the execution of approved plans to ensure a positive, seamless and value add experience from engagement with the association
- Maintaining a regular dashboard of information to track engagement and assess satisfaction over time as well as raising issues and concerns to be addressed
- Keeping track of our members' activities across their channels including, but not limited to: websites, LinkedIn pages, press releases, etc. for noteworthy items that may warrant inclusion in CARTA communications
- Cultivating strong, positive relationships with internal and external stakeholders and 'like-minded' organizations or potential partners to ensure the success of the CARTA's objectives
- Researching, understanding and anticipating the interests, needs and preferences of our member community
- Assist Finance with any follow up on membership renewals
- Identifying prospective new members and assisting with introductory calls and onboarding
- Participating in monthly advisor calls and minuting these meetings
- Co-ordinating with the Board and members, and volunteers in the publication of our monthly newsletter

Engaging regularly with the Board to provide timely necessary information, this role will also function as a key liaison with the CRTA's strategic partners – including the CIO Strategy Council, Fintech Cadence and The Australian RegTech Association, FINOS – to support the planning and execution of activities.

**WE WANT TO HEAR FROM YOU IF:**

- You have an outgoing personality and are completely at ease initiating a conversation and rapidly building a natural rapport
- You enjoy conducting independent research into technology companies, both emerging and established, to understand their unique solution offerings
- You thrive on challenges and want to actively contribute your time and talents to the rapidly growing, not-for-profit Canadian RegTech Association
- You have a good understanding of the Canadian financial services sector

**WHAT YOU'LL BRING:**

- Knowledge of financial-service regulation, guidelines and standards
- An entrepreneurial spirit with a passion for building new relationships
- A genuine curiosity and interest in understanding the ways in which technologies are being applied to achieve digital transformation within financial services
- Effective time-management skills; comfort with deadlines
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and Google Suite (Word/Doc, Excel/Sheets, PowerPoint)
- Attention to detail
- Experience with customer relationship management (CRM) solutions, e.g., HubSpot
- French language skills would be an asset

**Contract Duration:** Part-time contract role for an initial duration of 6 months with a performance review at 3 months

**Remuneration:** TBD