

Director, Membership

Pionairs National Executive Committee

The Pionairs Executive Committee is hoping to find a suitable candidate to take on this non-remunerated Director, Membership position (see Job Description). This position would report to the President and work closely with the Director, Web/Email Services. The mandate is for the period September 2017 to August 2019.

JOB DESCRIPTION

Job Purpose:

To provide membership support to the President and the National Executive Committee. To liaise with Air Canada, Pionairs District Directors and members on relevant matters.

Duties & Responsibilities

1. Receives and processes Membership Applications, passes dues to the Treasurer
2. Responsible for new member/spouse welcoming letter/card process
3. Submits new members and membership cancellations to AC HRConnex to update Pionairs membership flag on their database
4. Reconciles changes and obituaries received from AC HRConnex with Pionairs membership database
5. Maintains the Membership database on a current basis; creates new master monthly
6. Produces monthly reports of new members, obituaries and changes and provides copies to DDs and district database coordinators
7. Annually invoices (May/June) the non-pension Payroll members on the YWG database; passes dues to the Treasurer
8. Works closely with Director, Web/Email Services in maintaining e-mail member database

9. Prepares monthly Activity Report for National Executive Committee meeting
10. Attends monthly Executive Committee meeting held in various cities across Canada

Skills & Requirements

1. Access to and proficiency in Internet and electronic mail
2. Excellent knowledge of Microsoft Excel including using macros, building formulas (VLOOKUP, compound IFs) and working with multiple spreadsheets at once
3. Comfortable working with Microsoft Word documents including use of Mail Merge
4. Able to travel to Committee meetings across Canada

Location/Equipment:

Candidate will work from home and would need Internet access. Personal computer will be provided if necessary.

How to apply:

Please send summary of your qualifications to the following address: [**membership@pionairs.org**](mailto:membership@pionairs.org)

Deadline to apply: **AUGUST 7 2017**

NOTE: Only respondents who have been selected in a short list will be contacted.

Director, Communications

Pionairs National Executive Committee

The Pionairs National Executive Committee is hoping to find a suitable candidate to take on this non-remunerated director, communications position (see Job Description). This position would work for the President and provide occasional support to other members of the Executive Committee and District Directors. The mandate is for two years, from September 2017 to August 2019.

JOB DESCRIPTION

Job Purpose:

To provide communication support to the President and the National Executive Committee. To provide occasional support to District Directors and Pionairs members.

Duties & Responsibilities

1. In conjunction with the President, plan, organize and edit content of Pionairs monthly National Alliance Newsletter and/or special editions
2. Prepare and edit content of ad hoc National messages and bulletins
3. Review and proofread documents from other sources and outsourced translated versions
4. In liaison with the webmaster, monitor Pionairs website general editorial content and edit banners where required. (Districts are responsible for their own page content)
5. Manage and edit Facebook and Twitter selective content and updates. Work closely with social media administrator
6. Validate accuracy and update Pionairs' information on ACaeronet portal
7. Meet general communication requirements, including support to Districts

8. Prepare monthly Activity Report for the Executive Committee meeting
9. Attend monthly Executive Committee meeting held in various cities across Canada.

Skills & Requirements:

1. Access to and proficiency in electronic mail, Internet and Word processing
 2. Proficiency in written communications, including creating heading and textual context
 3. Capable to proofread and adapt outsourced documents to Pionairs publication
 4. Proficiency in oral and written English; French an asset
-
5. Able to travel to National Committee meetings across Canada.

Location/Equipment:

Candidate will work from home and will need Internet access. Support with personal computer equipment will be provided if necessary.

How to apply:

Please send summary of your qualifications to the following address: **communicationposition@pionairs.org**

Deadline to apply: AUGUST 7, 2017

NOTE: Only respondents who have been selected in a short list will be contacted.