

2017

FACTBC Request for Proposal

VIRTUAL ASSISTANT
MADELEINE LELIEVRE

Contents

1.1. Background Information	2
1.2. Scope of Work	2
1.3. Deliverables.....	2
1.4. Contractor’s Requirements	3
1.5. Timeframe and Hours.....	3
1.6. Requirements for Proposal Preparation.....	3
1.7. Evaluation and Award Process	4
1.8. Process Schedule	4
1.9. Points of contact for future correspondence	4

1.1. Background Information

The Federation of Associations for Counselling Therapists in BC (FACTBC) is the provincial voice of member associations who are pursuing regulation and the development of the BC College of Counselling Therapists.

FACTBC is a society of 12 professional associations that collectively represent more than 5,000 counsellors and therapists practicing throughout British Columbia. The Federation was registered under BC's Society Act in March 2014.

The Federation is working to establish a College of Counselling Therapists under BC's Health Professions Act (HPA) to promote and ensure public protection, accessibility and accountability.

1.2. Scope of Work

FACTBC is seeking a responsible Contractor Virtual Administrative Assistant (here after called the Administrative Assistant) to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the FACTBC Board and in particular the Executive of the Board. The contract is part-time and will involve a variable number of hours each week.

Administrative Assistant deliverables include answering emails, making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal contractor should have excellent oral and written communication skills and be able to organize their work using tools, like MS Word and MS Excel.

As a Virtual Administrative Assistant, the contractor will be working offsite and be required to supply their own workstation, telephone, computer equipment and internet connection.

The successful contractor should be able to handle administrative projects and deliver high-quality work under minimum supervision.

1.3 Deliverables

- Responsibilities, to be delivered within a three-month time period are:
 - Organize and schedule appointments
 - Plan and attend meetings, create and distribute agendas and take detailed minutes
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system
 - Update and maintain policies and procedures
 - Upload all major documents to Dropbox in a timely manner
 - Order office supplies
 - Maintain contact lists

- Book travel arrangements upon request
- Submit and reconcile expense reports
- Solicit membership fees from member organizations
- Act as the point of contact for FACTBC organizations
- Liaise with the Executive and the Board to handle requests and queries
- Maintain the FACTBC website, liaising with the webmaster
- Plan, schedule and execute social media activities (Twitter and Facebook)
- Other assigned duties from time to time by the Board

1.4. Contractor's Requirements

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Experience with posting to and managing social media (Twitter and Facebook)
- Proficiency in MS Office (MS Excel and MS PowerPoint and MS Word)
- Excellent time management skills and the ability to prioritize work
- Attention to detail
- Problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Computer, internet connection and telephone
- Must live in the Lower Mainland of BC in order to attend FACTBC board meetings in person.
- Someone independent of any of the FACTBC member associations.

1.5. Timeframe and Hours

The contract timeframe will be February 1, 2018 to April 30, 2018. On April 1, 2018 an assessment will be made to determine if the contract will continue for another 6 month period.

Time commitment requires a maximum of 30 hours for the first three months of the contract, averaging 10 hours per week.

1.6. Requirements for Proposal Preparation

- CV
- 2 references
- Hourly cost
- Please provide sufficient information to address the following requirements:
 - Proven experience as an administrative assistant, virtual assistant or office admin assistant
 - Knowledge of office management systems and procedures

- Experience with posting to and managing social media (Twitter and Facebook)
- Proficiency in MS Office (MS Excel and MS PowerPoint and MS Word)
- Excellent time management skills and the ability to prioritize work
- Attention to detail
- Problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Computer, internet connection and telephone
- Must live in the Lower Mainland of BC in order to attend FACT BC board meetings in person.

1.7. Evaluation and Award Process

Proposals will be reviewed and graded based on completeness, professionalism, and attention to detail.

Successful bidders will be offered a telephone interview. Based on the telephone interviews some bidders will be asked to attend an in-person interview.

1.8. Process Schedule

RFP Released	December 8, 2017
Proposal submission date	January 5, 2018 5:00 p.m. PT
Candidates notified if a telephone interview is requested	January 12, 2018
Telephone interviews	January 19, 2018
In person interviews	January 24, 2018
Contract start date	February 1, 2018

1.9. Points of contact for future correspondence

Any questions regarding this RFP can be directed to Madeleine Lelievre at mmlelievre@hotmail.com

All proposals should be submitted electronically to mmlelievre@hotmail.com