



Job Title: Assistant Conference Chair

Location: Remote

Position Type: Part-time, Contract

Term: December 1 - June 30, 2026

Compensation: \$3,000

About Us: The Canadian Writing Centre Association/association canadienne des centres de rédaction (CWCA/ACCR) is dedicated to supporting writing centres across Canada through professional development, networking, and advocacy. As the Vice President of the CWCA/ACCR, we are seeking a motivated and organized individual to join the CWCA/ACCR board as the Assistant Conference Chair. The position runs from January - June 30, 2025. This role is crucial in ensuring the success of our annual conference, which brings together writing centre professionals from across the country.

Job Summary: The Assistant Conference Chair will work closely with the Conference Chair and the CWCA/ACCR Vice President to plan, organize, and execute the annual conference. The hired applicant is expected to become a member of CWCA/ACCR.

Key Responsibilities:

- Assist in the development and implementation of the conference agenda and schedule.
- Facilitate the blind review process by communicating in a timely manner with reviewers, distributing the review materials, and coordinating the responses/decisions.
- Coordinate with speakers, presenters, and panelists to ensure timely submission of materials and adherence to deadlines.
- Manage conference registration, including processing registrations, sending confirmations, and handling inquiries.
- Assist in the creation and distribution of promotional materials and communications related to the conference.
- Support the Conference Chair in managing the conference budget and tracking expenses.
- Organize and participate in regular planning meetings with the Conference Chair.
- Provide synchronous support during the conference, including registration desk management and troubleshooting any issues that arise.
- Collect and analyze feedback from conference attendees to inform future planning.

Qualifications:



- Canadian residency and current work permit.
- Bachelor's degree in a relevant field (e.g., Communications, Event Management, Education) or equivalent experience.
- Previous experience in event planning or conference coordination is highly desirable.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and familiarity with event management software.
- CWCA/ACCR is committed to putting on an inclusive, antiracist, accessible, decolonial, and liberatory conference. Experience with these approaches is an asset for the role, as are insights from lived experiences of the realities of exclusion, racism, inaccessibility, colonialism, and systematic injustice.

How to Apply: Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to chtaylor@wlu.ca. Please include "Assistant Conference Chair Application" in the subject line.

Application Deadline: November 1, 2025

Contact Information: Dr. Christin Wright-Taylor, Vice President, CWCA, chtaylor@wlu.ca

We look forward to receiving your application and thank all applicants for their interest. Only those selected for an interview will be contacted.