

Crimson Coast Dance Society - Office Administrator

Hourly: 25 – 35 hr/week

Remuneration: \$18 - \$23/hr DOE

Application deadline: September 29, 2020

MISSION AND MANDATE

Crimson Coast Dance Society is a non-profit Society that develops and supports contemporary dance creations, productions, performances, and educational opportunities at both grass roots and professional levels in Central Vancouver Island. The organization has an active Board of Directors, committed public sector support, and an office at the Centre for the Arts in downtown Nanaimo.

The **Office Administrator** reports to the Artistic Managing Director (AMD) and the Board to maintain core Society functions, and advance the Society in meeting its Mission and Mandate.

RESPONSIBILITIES:

- Work with the Artistic Managing Director (AMD) to maintain an operating plan
- Ensure effective and ongoing communication with the Board of Directors by providing timely administrative information
- Accurate and timely provision of core administrative services for the Society's operations (daily operations and communications, accounting and financial management, office systems management, support contracting of artists, venues and others with AMD);
- Administer the legal and financial obligations of the society - report filing, insurance (board, office, and programming), non-profit procedures and office operations (rental agreements, invoices)
- Establish and maintain a positive, healthy, safe work environment which encourages diversity and people engagement and abide by, and be a leader for, the Society's Code of Ethics and Worksafe Safety policies and procedures.
- Promote the company; building and sustaining networks and community connections
- Identify and report to the AMD any potential risks to the Society's property, finances, public image, goodwill.
- Monitoring and ensuring the effectiveness of systems, processes and procedures underpinning office operations.

FINANCE:

- Manage and ensure sound financial planning and management, including oversight of bookkeeping and accounting for accuracy and adherence to procedures
- Manage accounts payable and accounts receivable
- Organize, monitor and update project and operating budget
- Maintain budgets
- Prepare financial data and statistics for various reports
- Manage the submission and tracking of applications and reports for funding
- Agencies

- Liaise with the organization's auditor for the annual audit

FUND DEVELOPMENT

- Identify and apply for funding opportunities available to the organization to achieve annual financial goals, including private foundations, donor campaigns, corporate sponsorship.
- Monitor Stewardship of donors, funders

ADMINISTRATION:

- Organize and support casual office staff/contractors with tasks related to all aspects of the organization
- Responsible for website updates, social media posts

EVENTS:

- Co-ordinate box office, volunteers, and staff, as necessary for events
- Work with the Board of Directors and AMD to support special fundraising events.
- Work with AMD and publicist to support the marketing strategy

COMPETENCIES

- ✓ Knowledge of non-profit and/or performing arts sector
- ✓ Ability to prioritize and effectively organize and manage multiple tasks, trouble shoot and problem-solve in a fast paced environment.
- ✓ Social media, zoom
- ✓ Knowledge of Quickbooks
- ✓ Skilled with digital business technologies, communications/ contact management programs, website maintenance, CMS database systems, mail merge, project management software, Office suite: Microsoft 360; Sharepoint, Simply Accounting, excel, word
- ✓ Strong attention to detail
- ✓ Punctual
- ✓ Working both independently and as part of a team
- ✓ Excellent verbal and written communication skills
- ✓ Valid Driver's license
- ✓ Vulnerable Sector Record Check is required

Submit application with cover letter to Holly Bright, dance@crimsoncoast.org