



## **SUMMER EMPLOYMENT OPPORTUNITY**

### **FOLK CAMP CANADA**

### **ADMINISTRATIVE ASSISTANT**

Folk Camp Canada is seeking administrative support for our summer season, with an administrator position that has the possibility of extending into the fall-winter seasons.

#### **Application Deadline**

The first suitable candidate will be offered the position. We will begin accepting applications immediately and pending funding, the successful applicant will be hired no later than May 1st, to start June 1st or earlier, according to availability.

#### **Eligibility:**

You must be able to legally work in Canada, be between 15 and 30 years of age (30 at the time of the start of employment); have a valid Social Insurance Number

#### **Duties:**

Administer the organisation's communications; monitor and answer general email enquiries, monitor social media accounts, and prepare and administer contracts and documents (waivers, policies, agreements, etc.) for summer camp and other programming.

Administer the volunteer roster and update accordingly. Administer volunteer applications, as well as artist-in-residence and scholarship recipients applications.

Handle registration for various programs, including summer camp.

Support the director in fundraising initiatives by preparing and organising files for fundraising campaigns, and communicating with donors and sponsors.

Attend all planning meetings and assist by taking minutes and appropriately file them for future reference.

Handle reimbursements and payments and input this data into spreadsheets.

Check in with the executive director regularly (weekly) and keep an accurate record of hours and tasks completed. Participate in self-evaluation for self-improvement.

Manage promotional materials and campaigns for various programs.

Organise written content, edit, format, and publish social media & web content.

Maintain professionalism and clarity for all communications.

## Requirements:

- Prior experience in administrative work
- Must own a working computer and telephone, as work will be primarily done remotely
- Effective communication skills- oral & *especially written* (spelling & grammar)
- Proficient in English (Ukrainian and/or another Slavic language, an asset but not required)
- Demonstrate ability to execute tasks with accuracy, consistency, efficiency, and attention to detail
- Comfortable speaking on the phone
- Ability to work occasional evenings and weekends, and travel as required.
- Experienced and proficient in using social media (Facebook, Instagram) & Canva design programs
- Knowledge of & proficiency in Word, Excel, and Google Drive (Google docs, sheets)
- Self-directed (Ability to follow through on a list of tasks & report back on work done)
- Has experience working with others and comfortable working one on one and in a team
- Familiarity with community arts and/or community organisations (knowledge of Folk Camp Canada, Kosa Kolektiv, and/or similar organisations an asset)
- Passion for promoting traditional crafts, heritage music & arts

Please note that this position will be mostly remote, but if you are based in southern Ontario we would ask you to attend some of our events and meetings in person (in GTA).

**Term:** 11 weeks +, up to 30 hours a week **Hourly wage:** \$22/hr

**Start date:** June 1st (or earlier) until Aug 30th \* PENDING FUNDING\*

To apply, please email your resume and cover letter to [folkcanada@gmail.com](mailto:folkcanada@gmail.com). Must include 2 professional references, with phone numbers.

Please note only those selected for an interview will be contacted. Interviews will be over video call and/or phone.

## Why work with us?

You'll have a flexible schedule and can work remotely. You'll be part of a team of kind, hard working, creative folks making wonderful things happen in the world. You'll be needed and your work very appreciated!

Come work with motivated passionate community creatives, and hone a lot of useful skills!