



## **JOB DESCRIPTION: Administrative Coordinator**

### **Position Structure**

9-month annual contract: February – October  
40hr work week

### **Compensation**

\$22 - \$26/hr, commensurate with experience  
4% vacation pay in lieu of vacation time  
Benefits package

### **Location**

SEAPARC Recreation Centre, 2168 Philips Road, Sooke

### **Organization Overview**

The Sooke Fine Arts Society is a registered charity dedicated to supporting regional art & artists, and enhancing public engagement with the arts. The Society relies on the efforts of over 300 volunteers to carry out its activities, including the annual Sooke Fine Arts Show, Vancouver Island's largest arts event. The Show attracts more than 8,000 visitors each year to the community of Sooke, and plays a major role in the town's cultural and volunteer life.

### **Position Summary**

The Society is seeking to hire an Administrative Coordinator for a 9-month annual employment contract beginning February 24, 2025. The contract is renewable, and may offer opportunities for advancement.

The Administrative Coordinator acts in support of the Society's Executive Director (ED) and works in conjunction with the Show Coordinator. The role is quite varied, encompassing all aspects of the operation of a small non-profit organization, and the coordination of a major art show.

The ideal candidate will have excellent communication skills, both verbal and written, and will be expected to interact closely with all stakeholders, including volunteers, sponsors, advertisers, artists, donors, community members and media. Strong computer skills are also essential, including proficiency with Macs, spreadsheets, social media tools, and many online database & communication tools. Familiarity with WordPress is also an asset.

The role requires flexibility as the workload shifts, with the greatest emphasis leading up to the Sooke Fine Arts Show from May to August. This is a fast-paced, informal working environment that requires sound judgement, excellent interpersonal skills and superior organizational abilities.

Preference will be given to local candidates.

## **PRIMARY RESPONSIBILITIES**

### **Data Management**

- Ensure accurate and current digital records, including maintenance of a CRM database
- Coordinate all artist and artwork data with Show Coordinator
- Oversee memberships (subscription maintenance, tracking)
- Track & analyze survey responses
- Provide data support to ED (grant applications, AGM presentation, annual report)

### **Digital Coordination**

- Maintain and update website content
- Manage social media
- Manage software programs and annual set up (art submission system, volunteer sign-up, digital forms, financial, task tracking)
- Troubleshoot and resolve office software and hardware issues

### **Communications**

- Create & distribute various newsletters, reports, team lead meeting minutes, email correspondence
- Administer the call-to-artist process
- Act as SFAS ambassador at public events (student job fairs, volunteer kickoff, Victoria Guest Services Networking event)
- Assist ED with annual publicity efforts

### **Event Coordination**

- Assist the ED in planning and coordination of the annual Sooke Fine Arts Show and other events throughout the year.
- Support team leader operations (guideline updates, intake lists, artwork lists)
- Assist the Show Coordinator during the annual show with:
  - Oversight of the show's smooth operation
  - Problem-solving issues with tech, guest services, volunteer support
  - Management of cash (exchange, documentation)
  - Procuring supplies

### **Administration**

- Help ensure office functions in a smooth and organized fashion
- Provide oversight of summer student tasks, e.g. data input
- Maintain online filing system
- Maintain accurate procedural records
- Provide monthly payment processor reports to the bookkeeper
- Provide Society support (AGM prep)

## **QUALIFICATIONS AND EXPERIENCE**

### **Education**

Bachelor's degree or diploma with appropriate experience

### **Experience**

- Strong technical background
- Advanced experience in Mac OS, MS Office, Google sheets/docs, and comfortable with a wide variety of software applications
- High-level knowledge and experience in database management programs
- Good understanding of data analysis
- Proficiency in effective written communications
- Understanding of supply and budget management
- Experience in office coordination

### **Knowledge, Skills and Abilities**

- Attention to detail
- Ability to work independently and in teams
- Ability to effectively connect, communicate and work with a wide range of people
- Ability to multi-task, prioritize effectively, problem-solve, and work efficiently
- Excellent interpersonal skills, including written, oral and presentation
- Technically adept and knowledgeable at trouble-shooting technical issues
- Familiar with desktop publishing tools, graphic design basics, and WordPress

### **To Apply:**

Please submit your resume and cover letter to [jobs@sookefinearts.com](mailto:jobs@sookefinearts.com) by Feb 14, 2025.