

Job Description

Communications and Administration Coordinator

16 hrs/wk, \$16-17/hr, dependent on experience

3 weeks paid vacation (4 weeks after 5-year anniversary)

some daytime, evening and weekend hours required; flexibility on regular office hours, must be present for scheduled shifts as C2 staff (primary and back up) and for scheduled meetings

Position begins on Monday, October 28, 2019

The Communications and Administration Coordinator reports to the Director and collaborates with the Programme Coordinator.

Under the supervision of the Director, the Communications and Administration Coordinator is responsible for: membership and donor services, programme and event promotion, day to day finance, administrative support to staff and board, facility scheduling, engaging with visitors and volunteers at C2 Centre for Craft, and assisting with fundraising events and initiatives.

Communications:

- maintain and update the C2 and MCC websites
- on-going website maintenance
- develop digital content for promotion (in collaboration with Programme Coordinator)
- ensure all MCC events and exhibitions are posted internally on C2 website and MCC social media
- ensure all MCC events and exhibitions are posted externally, in print and social media
- coordinate production of MCC's bi-weekly member e-news
- coordinate production of C2's monthly craft blast e-news to all contacts
- maintain and make updates to Mailchimp listing for MCC and C2
- maintain up to date contact list for PSAs and media releases

Membership:

- maintain membership database
- send renewal reminders
- process renewals and new memberships
- coordinate annual membership drive
- assist members with set up and questions re member gallery webpages

Donations:

- maintain donor database
- process donations, prepare receipts and personalized thank you cards
- maintain Canada Helps donation site
- prepare weekly donor summary (with phone numbers) for Director
- copy and mail out fall and spring appeal packages to members/donors

Day to Day Finance:

- pay all invoices
- prepare and process cheque requisitions and cheques
- do bi-weekly bank deposits
- prepare payroll and remittance
- reconcile Mastercard bill and receipts
- prepare and code financial documents for monthly submission to bookkeeper including bank statements, Paypal printouts, Square transactions, cheque requisitions, Mastercard bills and receipts, deposit book, letters/statements to accompany deposits, donations, etc.
- maintain and track petty cash

Day to Day Administrative Support:

- maintain physical and digital filing systems
- manage and purchase office supplies
- maintain and troubleshoot computer and phone systems
- retrieve and respond to phone messages
- track receivables, work with accountant for MCML shared costs
- regularly update outgoing phone message
- respond to general email and phone inquiries

Admin Assistance to the Board:

- maintain board minute binder
- send out board meeting reminders with agenda
- print agenda, minutes and other documents as needed in preparation for board meetings
- prepare orientation packages for new board members
- maintain up to date current board member contact list and board member database

Workshops:

- set up and manage workshop registration and payments

Volunteers:

- coordinate social media volunteers
- coordinate administrative volunteers and admin tasks for gallery/shop volunteers

Facility:

- assist MCC Director with facility scheduling
- manage and purchase facility supplies (bathroom, kitchen, cleaning)

Fundraising:

- provide administrative and communications support for fundraising initiatives

Other:

- represent the MCC at external events (eg. CRAFTED at the WAG)
- give tours or presentations about MCC/C2 Centre for Craft to interested groups
- help supervise interns, summer job placements, and volunteers
- participate in regular staff meetings
- other duties as assigned