

Administrative Assistant

Part-time (10 hours per week)

Wage: 20\$/hour

Permanent position

Benefits: flexible schedule; potential for hybrid remote work

Closing Date: 9 January 2023

About the Kingston Arts Council

The Kingston Arts Council (KAC) is the region's primary resource for arts information and support. Through communications, programming, and advocacy, the KAC promotes the creation, development, and appreciation of the arts in Kingston and supports artistic growth and engagement for arts organizations and artists at all levels.

Position Summary

Reporting to the Executive Director, the Administrative Assistant will provide administrative support for KAC programs and services. The Assistant will work closely with the Executive Director and the Grants and Programs Coordinator to draft and distribute marketing and communications materials, keep records, and perform other administrative duties.

As a member of the KAC team, you will join an organization that provides strategic leadership and services for the arts – as a funder, advocate, resource, and facilitator of opportunities in the Kingston region.

Duties and Responsibilities

Under the direction of the Executive Director, the administrative assistant provides communications support for KAC programs and services including:

- Manage and update website, online resources and social media channels, including regular promotion of local arts events and news;
- Create and disseminate e-newsletters, press releases, and other communications from prepared material;
- Process routine correspondence by mail and e-mail;
- Produce memoranda, forms, notices, or letters from drafts or prepared data;
- Answer email or phone inquiries and redirect them as appropriate;
- Manage the YGK Arts Project and profiling local artists through social media and the newsletter; and
- Provide front-line customer service and responding to daily inquiries via email and through virtual meetings if working from home, or in person and by telephone if working from the office.

Under the direction of the Executive Director, the administrative assistant keeps records and performs basic data entry including:

- Summarize program income and expense;
- Create and distribute evaluations such as surveys, tabulating responses, compiling information into report formats; and
- File and maintain records systems of suppliers, donors, or other contacts.

Under the direction of the Executive Director, the administrative assistant provides other administrative supports including:

- Gather research information under direction;
- Track social media analytics and press coverage for the organization;
- Take meeting minutes as requested; and
- Other duties as assigned.

Work Environment

This position may include remote work from the employee's location (home or alternate worksite) in addition to the KAC office. The KAC office is located in the Tett Centre for Creativity and Learning on the first floor. The building has entrance ramps, an elevator, and accessible washroom next to the KAC office suite. The position will involve long hours sitting or standing at a computer.

Qualifications

The successful candidate will have the following:

Experience

- Proven experience with at least two of the following: communications and marketing, managing social media accounts, record keeping or data entry, administration in a non-profit setting, and/or frontline customer service; and
- Completion of an office administration program and/or successful experience working in an office setting.

Consideration will be given to an equivalent combination of education and experience.

Knowledge and Skills

- Familiarity with common office software, including: Microsoft Office, Gmail, Google Drive, Dropbox, Adobe;
- Familiarity with social media and communications software, including: Survey Monkey, Hootsuite, Zoom, Slack, Canva;
- Accurate keyboard skills and good general knowledge of an office setting;
- Ability to draft routine correspondence and maintain accurate files/records; and
- Excellent organization, communication, and time management skills.

Assets

- Understanding of best practices for digital accessibility; and
- Experience with communications including press releases and media inquiries and preparing memoranda/minutes.

The Kingston Arts Council is an equal opportunity employer that welcomes applications from all qualified candidates. Any candidates with concerns about accessibility are encouraged to contact the KAC directly by email at ed@artskingston.ca.

To Apply:

Interested applicants should submit a cover letter and CV to Felix Lee, Executive Director of the Kingston Arts Council, at ed@artskingston.ca with the subject line “Administrative Assistant Position”.

Applications must be submitted before 5pm on 9 January 2023. Only those selected for further consideration will be contacted. Selected candidates will be notified on or before 11 January 2023.

For more information about the Kingston Arts Council, visit artskingston.ca.