

Administrative Coordinator – Job Posting

SUBJECT TO GOVERNMENT FUNDING

All interested applicants must be registered and working with an employment counselor at Miziwe Biik Aboriginal Employment & Training

Posting date: June 21 28, 2018
Closing Date: July 6, 2018
Start Date: July 16, 2018
Location: 476 Parliament St., 2nd Floor, Toronto

The Canadian Dance Assembly (CDA) in partnership with Miziwe Biik is seeking applicants for a contract position as an Administrative Coordinator.

Job Summary: The Administrative Coordinator supports the programming, communications, and outreach relations for the CDA. The Administrative Coordinator works directly with the CDA's General Manager and Executive Director in a supportive capacity. The Administrative Coordinator oversees the accurate and timely delivery of administrative services, assists with programming and regional events and assists with member relations. This position will play an essential role in expanding the operations of the organization.

Responsibilities/Duties:

- Assist in the coordination of CDA's ongoing regional meetings
- Work alongside the CDA in its Re-imagining service organizations: Decolonizing Canadian Dance initiative
- Assistance with membership outreach
- Some assistance with website and social media updates
- General office support as needed, perform clerical duties to include but not limited to: photocopying, mailing, expense reports and filing
- Act as support to the Executive Director and/or General Manager which may include : maintaining agendas, meeting coordination, minute taking, travel arrangements
- Support the organization in the coordination of program delivery and development
- Reply to general information requests
- Represent CDA at meetings and events

Skills and Qualifications:

- Strong English communication and written skills
- Basic knowledge in French an asset
- Post secondary education, training and experience equivalent to a diploma in business administration or administrative office experience is an asset
- Passionate about the arts

- The candidate must be an effective communicator: He/She will respond to internal and external enquiries with diplomacy, courtesy and discretion
- He/She must have a keen sense of organization and ability to multi-task. Effective time-management skills including the ability to organize, prioritize work and meet deadlines are a proven asset
- Must have strong computer skills (MS Word, Excel, Outlook)
- Design and Photoshop skills an asset

Wage: \$19/hr. x 21 hours per week x 37 weeks (July 16, 2018-March 31, 2019)

Please note all applicants must be registered with Miziwe Biik in order to be eligible for consideration.

Forward your resume and cover letter to: aviva@dancecanada.net

Aviva Fleising, General Manager
476 Parliament St. , 2nd Floor
Toronto, Ontario M4X 1P2
Email : aviva@dancecanada.net

We thank all applicants but only those selected for an interview will be contacted.



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