CreativeHub1352
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Program Administrator – CreativeHub 1352
Job Description

(Full-time – 1-year Contract)
Jan 6, 2019 – March 31, 2020
April 1, 2020 – December 29, 2020

The CreativeHub 1352 is seeking a Program Administrator (PA) to work with the organization's Board of Directors, and program committees to assist with the planning, administration and delivery of programs, events and activities in the areas of community arts, heritage, environment and technology.

The CreativeHub 1352 (formerly the Small Arms Society) is a non-profit organization, who works in partnership with residents of Mississauga and the City of Mississauga in the development of unique creative hub programs, events and projects at the Small Arms Inspection Building (SAIB) and surrounding area.

The building is historically significant site, owned and operated by the City of Mississauga. As a community programming partner, we work across the arts, heritage, environment and technology to deliver a mix of programs, projects, education and events that foster collaboration and community engagement that enrich peoples lives. CreativeHub 1352 offers an opportunity to work closely with artists, innovators, environmentalists, community, business along with local and regional organizations.

Areas of Responsibility:
In consultation with the Board of Directors, Program Director and/or Committee(s), the Program Administrator will assist with the planning, administration, delivery and evaluation of a variety of programs, events and projects for CreativeHub 1352 in the area of arts, heritage, environment and related creative initiative.

- Prepare and update schedules for events, programs, volunteers, staff and instructors; liaise with the City of Mississauga on scheduling and rentals.
- Assist with the logistics to the delivery of programs and events throughout the year. (e.g., Create It Tuesdays, Summer Arts Program, etc.) The PA's involvement may include but not be limited to logistics for courses and activities (e.g., arranging for electronic equipment, course equipment, staging, preparing evaluations)
- Coordinate registrations for program participants; collect cash for fees, program registrations and admissions and activities for programs, events and activities.
- Prepare and post content for programs, events and activities online and through various communication channels.
- Prepare disbursements for qualifying expenses (e.g. instructors, courses, events, materials and workshops); assist with cash handling, accounts payables and receivables.
- Assist the Volunteer Director and Program Committee Director in planning and implementation of volunteers, instructors and residency training and recognition for programs and events.
- Assist in the research and information gathering for various grants and fundraising submissions; prepare and monitor grant submissions, donor and prospect lists.
- Manage electronic files; prepare correspondence and respond to inquiries.
- Assist in managing the organization's web portal and social media platforms.
- Research, retrieve, and enter data, images and information for programs and evaluations into Google Drive, Constant Contact and Better Impact and other data management systems as needed.

Qualifications

- Experience and skills including organizational, interpersonal, communication, and information technology (e.g. Word, Excel). An aptitude and willingness to learn other data management software.
- Combined experience and/or a willingness to gain experience in a non-profit organization and work in the cultural sector.
- Diploma in arts, administration, business, communications, community programming or related field preferred.
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General - Must have a valid drivers' license and vehicle and a willingness to travel for meetings and events as required. Required to work some evenings and week-ends

How to Apply:

For more information and to apply, please submit your resume and a covering letter referencing this posting indicating your particular interest in CreativeHub 1352, to info@sasociety.ca by January 2, 2020.

Start Date: January 6, 2020 40 hrs/week
Location: Mississauga, Ontario

Organization's Field/Discipline: Arts/Heritage/Culture/Environment
Job's focus: Creative, Program Planning, Event Management, Administration

To Apply: ***Candidates must be registered with Miziwe Biik Aboriginal Employment and Training, (416) 591-0114. Please submit your covering letter and resume to CreativeHub 1352 at: info@SASociety.ca***

SAS is an equal-opportunity employer and committed to fair and accessible employment practices.

We thank applicants for their interest, however; only those advancing in the process will be contacted.

The position is contingent on receiving financial assistance from our funding partners.

MIZIWE BIIK

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