



JOB POSTING: ADMINISTRATIVE COORDINATOR

The North Vancouver Community Arts Council (North Van Arts) is grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong and healthy communities through the arts. We are a vibrant and dynamic organization of over 400 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

ROLE OVERVIEW

We are currently seeking a personable individual, with strong organizational skills and technical abilities to successfully coordinate and complete administrative work for our vibrant and busy charitable organization. This is an excellent opportunity to gain valuable experience to progress your career.

Reporting to the Executive Director, the Administrative Coordinator is responsible for coordinating North Van Arts membership and volunteer programs, as well as coordinating office administration at CityScape Community ArtSpace including daily operations of the reception. This role involves interacting with artists, members, volunteers, and visitors.

RESPONSIBILITIES:

The Administrative Coordinator is responsible for:

CITYSCAPE RECEPTION

- Greet gallery visitors, answering phone, email and in person enquiries, monitoring general intake email inbox
- Open and close CityScape gallery for daily operations, including cash handling and key holder responsibilities
- Operate point of sales for artwork and process workshop registrations

VOLUNTEER COORDINATION

- Recruit and onboard new volunteers into the volunteer program
- Coordinate with department managers to create a volunteer shift schedule
- Record and update volunteer contacts and log volunteer hours in CRM database
- Organize annual volunteer appreciation event
- Train volunteers for special events
- Work closely with the Executive Director to facilitate organization's initiatives.
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MEMBERSHIP COORDINATION

- Update and maintain membership in CRM database
- Assist with renewal process for current members
- Create and send membership packages to new members, as needed
- Liaise with community partners enlisted in membership benefits program

OFFICE MANAGEMENT

- Order office supplies and equipment
- Coordinate facilities maintenance
- Champion new technologies and software troubleshooting
- Assist Art Rental Coordinator with rentals, sales, monthly billing, as needed

QUALIFICATIONS AND COMPETENCIES:

Education and Experience

- Minimum 6 months' experience in administrative and customer service roles
- University education in an arts related field is preferred
- Experience working with CRM databases
- Strong experience in customer service
- Excellent relationship-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders
- Demonstrated ability to work independently as well as collaboratively within a team environment
- Demonstrated ability to prioritize tasks and meet deadlines
- Experience coordinating groups of volunteers would be an asset
- Knowledge of the North Shore arts and culture sector would also be an asset

Competencies:

- Must be tech-savvy with proficient computer literacy
- Proven ability to work with Keela, Square or Showpass
- Excellent writing, typing, and organizational skills
- Must be able to work evening and weekend hours, as required
- Proficient communication skills for in-person, phone, and digital communications
- Excellent interpersonal skills
- Strong ability in using MS Office, particularly Word, Excel, and Outlook
- Problem solving with multi-tasking skills
- Ability to handle cash



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WORKING CONDITIONS:

This is a part-time position, 24 hours per week, spread over 4 days including weekdays, evenings, and weekends to effectively fit the CityScape reception schedule (Wednesday – Saturday) and deliver on our programs.

Note: Due to the nature of this role, the Administrative Coordinator position is an in-office position.

REMUNERATION: Starting salary is \$ 29,952/year based on \$24 per hour, plus a comprehensive extended health package (after 3-month probation).

START DATE: Immediate

HOW TO APPLY

Please submit a resume and cover letter by email to jointheteam@northvanarts.ca.

North Van Arts offers a welcome and safe space for all who engage with us, including our staff. We work towards providing opportunities and places of connection for a diverse community. We encourage applications from underrepresented members of groups, including, but not limited to:

- Indigenous Peoples (First Nation, Métis, and Inuit).
- People of colour.
- 2SLGBTQIA+ community.
- People living with one or more visible and/or invisible disabilities.
- Other group who experiences systemic barriers to participation.

Thank you for your interest in working with North Van Arts. Note that only those selected for an interview will be contacted.