



KLAC Administrative Support Contract – Job Posting

Profile:

Kawartha Lakes Arts Council promotes awareness and appreciation of arts and culture in Kawartha Lakes. We are committed to a diverse approach to creative expression in all of its forms. We serve our community by advocating for a thriving creative sector, providing robust marketing opportunities for our members, and fostering professional development and training. We connect all stakeholders and investors in collaboration to discover and reveal our culture through the arts.

KLAC was formed in 2014 and is governed by a Board of Directors. The Arts Council is currently seeking a creative administrative professional to fill a six (6) month part time contract role.

Role:

The part time administrator will report to the Board of Directors and work with:

- Executive and Committee chairs to facilitate general administration of the Arts Council and perform secretarial functions of the Board;
- KLAC Members to ensure their information is up to date and that they have access to communications, services and opportunities;
- KLAC's creative agency to implement communications and marketing strategies;
- Partners including the City of Kawartha Lakes to maintain connections to the broader arts, culture and heritage sector.

The successful applicant:

- Demonstrates an interest in arts and culture;
- Must possess strong office management skills, proficiency in Microsoft Office, Excel, Google Drive, and CRM database applications;
- Has demonstrated experience with email marketing, and social media;
- Must have effective verbal and written communications skills;
- Preferably has experience with Boards of Directors and governance processes,
- Has the ability to work from home.

Responsibilities:

- **DATABASE MANAGEMENT-** work with KLAC's Membership Chair and Treasurer to ensure funds are rec'd, etc.
 - Work with existing database to track membership records, based on parameters established by KLAC
 - Send Membership Renewals to KLAC Members by Jan 1 of each year
 - Renewal to include: dues amount, membership information verification, payment options, other documentation as requested
 - Update member records in Spreadsheets -as required

- Record membership payments, indicating date and method of payment
- Send out “2nd Notice” reminders on Feb 1 of each year
- Send out “FINAL NOTICE” on Mar 1 of each year
- Respond to ongoing membership changes through the year as needed
- Maintain up to date membership list on Google Drive and share with KLAC Board members as required
- BOARD RELATIONS- work with KLAC Chairperson
 - Create Board of Directors Listing- based on AGM elections and Leadership Roles
 - Attend all Board Meetings
 - Record and circulate minutes of Board meetings
 - Prepare and circulate documentation related to Elections as required
 - Prepare and circulate documentation related to Annual General Meeting
- GENERAL ADMINISTRATION - support Programs and Initiatives of KLAC including Social Media and Website
 - Review in-bound email and re-direct to relevant Board Directors- ie: Member inquiry, Social Media, E-commerce payments to Finance, etc. in a timely and professional manner
 - Send membership information packages and WELCOME packages as required
 - Coordinate with Members and with Barton Creative Co- the content for Member Pages and updates as members Request.
 - Work with Barton Creative Co to ensure effective scheduling of social media posts and supplement as needed
 - Coordinate with Community Partners- their Partner Page content and Logo for our Website
 - Assist in the production of all KLAC collateral documents, but not limited to,
 - KLAC Membership Directory
 - KLAC Newsletter
 - KLAC Membership Package
 - KLAC Workshop/Meeting/Event Social Media, Print Flyers and brochures
 - Assist in the promotion and implementation of all KLAC events, as required
 - Follow-up on E-commerce PRODUCT Sales to ensure any KLAC Tracking Forms are filled and advised to Finance as well as Communications or other relevant group who is directly responsible for products sold in KLAC's Marketplace platform.

POSITION

- Independent Contractor – typically 20 hours per month
- Monthly Rate of \$500.00
- Reimbursed for travel, automobile mileage
- Contract length: 6 months
- Part-time hours: 5 hours per week

Interested candidates should send a resume to kawarthalakesartscouncil@gmail.com by 5 pm on July 2, 2021. Only those selected for an interview will be contacted.

