



EXECUTIVE ASSISTANT – EMPLOYMENT OPPORTUNITY

Green Acres Art Centre Inc. (GAAC) is seeking a positive, enthusiastic and reliable community minded individual to fill the position of Executive Assistant who will provide administration and leadership support for GAAC's Board of Directors, instructors and members.

Job Description

GAAC is a non-profit offering arts, culture and wellness programs for people of all ages in the community of Teulon and surrounding area. The Executive Assistant is responsible for the centre's daily operations under the direction of GAAC's Board of Directors.

The position is part-time, for a total of 24 hours a week. It is a day time position but also requires attendance at monthly evening board meetings and may require some evenings and Saturdays.

Employment is a term from February 21st to August 31st, 2018. The position has potential for job sharing or to be permanent after August 31st.

Qualifications & Skills Required

- Experience working as an Office Administrator
- Excellent organizational and administrative skills
- Excellent time management and multi-tasking skills
- The ability to work independently and with groups of people
- Excellent written and oral communication skills
- Excellent working knowledge and understanding of banking/accounting procedures; Simply Accounting experience an asset
- Proficiency with Microsoft Office and Outlook
- Experience with Excel Spreadsheets
- Creativity and the ability to do Graphic Design; experience an asset
- Grant writing and fundraising experience an asset
- Understanding of how a Board of Directors for a not-for-profit organization operates
- Must provide Criminal & Child Abuse Checks
- Must have a valid driver's license and access to a reliable vehicle
- Salary will be on an hourly basis and will be determined based on experience

Please email resumes to gaac@mymts.net by noon, Wednesday, February 9th. Only candidates considered for an interview will be contacted.