

Term Position: **EXECUTIVE ASSISTANT**

The Saskatchewan Choral Federation (SCF) is a non-profit, charitable organization that was established in 1978 with a mandate to promote and support choral activities in Saskatchewan. The organization is preparing for new leadership and is seeking an Executive Assistant for a five-month term to support this transition. The successful candidate will be eligible to apply for the Executive Director position when it is posted.

The successful candidate will be detail-oriented with strong interpersonal, communication and multi-tasking skills. Working under the direction of the Executive Director, the Executive Assistant will be required to assist with all organizational management tasks including:

- Communication and support to the Board of Directors, committees and the membership
- Development and maintenance of relationships with members, funders, sponsors, volunteers and affiliated organizations
- Financial management including budgeting, grant writing, financial reporting and audit preparation
- Risk management including insurance, records management and oversight of other organizational resources
- Fiduciary reporting as per legislative requirements
- Facility management including rentals, repairs and maintenance.

Relevant Skills, Experience and Qualifications:

- Outstanding customer service standards
- Ability to communicate clearly and concisely
- Post-secondary education or equivalent education/experience
- Experience compiling and creating newsletters, brochures and reports
- Genuine interest in learning established processes and procedures and the ability to offer constructive feedback and take direction when required
- Ability to work independently with little supervision
- Financial management skills
- Experience with fundraising and grant writing and reporting
- Familiarity with non-profit and charitable organizations and associated regulatory requirements
- Experience with social media platforms
- Significant experience with computer applications (Word, Excel, Outlook, QuickBooks, MailChimp, Canva, Shopify, Huddle, Doodle)
- Valid driver's license and a reliable vehicle
- Ability to lift and carry packages of up to 15 kgs.

This is a full-time position available from April 1 to August 31, 2018. Salary is commensurate with experience. Please submit your cover letter and CV to Executive Director, Saskatchewan Choral Federation ([director@saskchoral.ca](mailto:director@saskchoral.ca)) by 4:30 pm on Wednesday, March 28, 2018.