

**JOB TITLE: Administrator**

**TIME-FRAME: November 1, 2017 to October 31, 2018**

**JOB DESCRIPTION: “Job Creation Project” –Must be on Unemployment Insurance or you have been on Unemployment Insurance in the past 5 years.**

**Employer: Parrsboro Creative, Parrsboro, NS**

We are seeking an individual with a background in (a significant skillset in:

1. Strategic and standard administration.
2. Strong organizational skills in daily finance, scheduling, inter-departmental communications and data base management.
3. Must have a complete understanding of spreadsheet creation and use. Excel.
4. Must be fully conversant with data base management. Knowledge of File Maker Pro would be beneficial,
5. This individual will play an important role in developing efficient administrative systems to take Parrsboro Creative into the future.
6. Must be a team player with a calm disposition and the ability to work under.
7. Should be at home working with artists and enjoy co-ordinating with many different groups in the community.

**Duties will include:**

- Input and maintenance of data base
- Organizing communications between the cultural Campus Partners, scheduling meeting, recording, filing and distributing minutes
- Monitoring and recording daily finance transactions
- Sending weekly financial updates with all receipts/invoices to the Treasurer
- Booking and recording all sales
- Creating and maintaining a Calendar of Events for: Administration, Grant Applications & Reporting, Fundraising, Festival events (Plein Air & 10 Days in October)
- Assisting in budget preparation and management
- Assisting with organization and production of fund Raising Events
- Attending Tourism Cultural Events –SaltScapes and Gems Minerals Show

Send cover letter and resume to [ed@parrsborocreative.com](mailto:ed@parrsborocreative.com)

Only those considered for the position will be contacted.

