



## JOB POSTING

### **PROGRAM & ADMINISTRATIVE COORDINATOR**

#### **About YVR Art Foundation**

YVR Art Foundation is a not-for-profit charitable organization dedicated to the development and advancement of BC and Yukon Indigenous visual art and artists through providing scholarships, grants, awards and exhibition opportunities.

#### **Position Overview**

YVR Art Foundation is seeking an individual to join our small team of part-time and contract professionals. Reporting to the Executive Director, the position is responsible for providing administrative support and coordinating delivery of the following programs:

- Youth Scholarship Awards Program
- Mid-Career Artist Scholarship Awards Program
- Masterpiece Study Travel Program
- Aspiring Artist Awards Program

#### **Specific Duties**

Coordinates the following:

- Program application and submission processes
- Program delivery
- All communications with program applicants and recipients
- Award recipient travel and accommodation arrangements
- Annual Scholarship Awards Event and Artists Day Tour
- All external communications to promote and encourage program applications: mail, website, email, contact management systems and social media
- Database and list management
- Participates on the Programs and Communications Committees
- Supports all fundraising initiatives and activities

#### **Qualifications**

Required:

- Minimum three years experience supporting/coordinating arts or educational programming in a nonprofit or similar organization
- Some understanding of BC/Yukon Indigenous art and culture
- Some experience working with Indigenous communities
- Strong administrative and organizational skills with keen attention to detail
- Excellent written and verbal communications skills and strong interpersonal skills
- Experience in website content management
- Experience in all social media communications and platforms
- Experience working with databases/spreadsheets
- Ability to work independently with minimal supervision

Considered an asset:

- Experience with marketing/communications strategies
- Special Event and fundraising experience
- Experience working with youth
- Post Secondary education in a related field

**Terms**

- Part-time contract position during regular office hours and the occasional weekend
- Estimated 20 hours per week (2.5 days/week)
- One year contract subject to renewal
- Contract term – August 2018 to July 2019

**Application Submission and Deadline**

Please email your resume and cover letter in one PDF document with “Program Coordinator Application” in the subject line to [executivedirector@yvraf.com](mailto:executivedirector@yvraf.com) by **5:00pm on Monday, June 25, 2018.**

For more information on YVR Art Foundation please see [www.yvraf.com](http://www.yvraf.com).

Thank you for your interest and please note that only those selected for an interview will be contacted.