

**Position Title: Programs Assistant**

**Supervisor:** Camryn Pereira, Public Programs Manager

**Temporary part-time:** 2 to 3 days a week, 12 to 15 hours (contract until March 31, 2025)

**Working Days:** Flexible including occasional evenings and weekends as required.

**Compensation:** \$22/hour

**Start Date:** August 27, 2024

We are looking for a detail-oriented retired or semi-retired person (55+) to provide administrative and operational support for the senior's program, *Gather at the Gallery*, and other programs according to priorities established by the Manager.

We thank the Ministry of Seniors and Accessibility for the grant to support this position.

**Key accountabilities:**

For the program *Gather at the Gallery*:

The program is offered once a week, on Thursday afternoon.

- Outreach and correspondence to artists, presenters, and businesses
- Organization, planning and execution of workshops and lectures
- Coordinating with internal departments to ensure the program meets its goals
- Managing and maintaining spreadsheets and financial documents to ensure the program stays on budget, and reporting financial statements to the Public Programs Manager and the Executive Director
- Volunteer outreach for the Gather at the Gallery volunteer committee
- Outreach to external businesses, social spaces and organizations to spread the word of the program
- Keeping members of staff in charge of marketing and web development informed of upcoming workshops, opportunities, or changes.
- Other duties as required

For other programs offered by the department:

- Respond to emails according to the Manager's direction
- Provide administrative support to the department
- Keep track of statistics and data for the programs offered

**Required Qualifications**

- Proficient with Microsoft Office Suite of products
- Personable, friendly, and welcoming
- Thrives in social, networking environments
- Organized and able to keep track of upcoming deadlines, financial statements, and progress reports

- Prior experience with managing community programs is an asset, but not required.

### **Knowledge/Skills**

- Organizational and planning skills
- Ability to build and maintain relationships
- Excellent time management and demonstrated ability to meet deadlines
- Ability to work collaboratively in a small-team environment.

**To apply, send in one PDF document before August 19, 2024, the following:**

- Cover letter
- Detailed Curriculum vitae or resume

To Denis Longchamps, Executive Director, at [director@theclayandglass.ca](mailto:director@theclayandglass.ca)

The Canadian Clay and Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are underrepresented in employment. Please note that only the candidates selected for an interview will be contacted.