

Part-Time Administrative and Communications Coordinator

West Coast Reach Association (*REACH!*)

ABOUT *REACH!*

West Coast Reach Association (*REACH!*) is a respected, registered charity in Victoria's Capital Regional District, utilizing the arts for social good. (*Currently performing arts but visual arts are also in our mandate.*) Our dynamic programs empower participants who are often considered marginalized, and our shows strive to educate and inspire the many hundreds who experience them each year.

BASIC PURPOSE

In your Administrative and Communications Coordinator position, you will play an important role in the operation and further development of West Coast Reach Association.

We are looking for someone who:

- ≡ exemplifies strong administrative, communications and promotional skills, and a love of people, music and the other arts
- ≡ is passionate about making the world a better place.

SPECIFIC RESPONSIBILITIES and ACCOUNTABILITIES

- ≡ Develop and manage our database of donors, members, program participants, performance attendees and other constituents
- ≡ Produce and distribute a quarterly e-newsletter for constituents
- ≡ Prepare and distribute *REACH!* informational and promotional materials for programs/shows
- ≡ Assist to further develop and maintain the *REACH!* website
- ≡ Administer and keep records of payments made for purchases and staffing
- ≡ Research and apply for relevant funding from granting agencies
- ≡ Assist the Founders and Board members in developing relationships with other charitable and social service organizations, the business community, and government representatives and agencies

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REQUIREMENTS AND QUALIFICATIONS

- ≡ Experience in database management and developing promotional materials
- ≡ Aptitude for, and interest in grant writing
- ≡ A good knowledge of the English language
- ≡ Excellent creative and technical writing skills
- ≡ Working knowledge of Google contacts, MS Office including Word, Excel, Publisher & PowerPoint
- ≡ Have own computer (preferably PC) which accommodates the programs above
- ≡ Familiarity with traditional, electronic and social media
- ≡ Self-motivated, possess strong organizational skills, good attention to detail
- ≡ Excellent people skills and an appreciation of the importance and benefits of diversity and inclusion
- ≡ Potential to grow with the organization to take on additional hours and responsibilities
- ≡ Good at problem solving
- ≡ Comfortable and reliable working with minimal supervision
- ≡ An interest in working with people of diverse cultures and abilities
- ≡ Skills in photography and videography would be helpful
- ≡ Flexibility in working hours and ability to work independently and from home
- ≡ Access to a vehicle for transportation

REMUNERATION AND BENEFITS

This is a part-time contract position initially (averaging 20 hours per week) with the possibility of additional hours in the future. Starting hourly rate \$23-\$25 per hour. Some health benefits are included. Contact information for three personal references is required.

A training/orientation/probation period of 6 weeks will apply.

APPLICATIONS

Please send resume with expression of interest to: isabelle@hrinternational.ca

(Attention Isabelle Chartrand)

Closing date: May 13th, 2024

Thank you to all applicants. Only those most closely matching the qualifications for this position will be contacted.

Job Location: Victoria, BC - Job type: Part-time working towards a full-time basis

Working primarily from home. Only local applicants will be considered (Greater Victoria area).

For more information about *REACH!* go to: www.westcoastreach.org/