



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 by **5:00pm on Monday, June 25, 2018.**

For more information on YVR Art Foundation please see www.yvraf.com.

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