



ArtsCan Circle Operations Manager Part-Time Position Description (Work From Home)

Position Summary

Applicants for the Operations Manager position will be responsible for all the administration and development of ArtsCan Circle, including accounting, donor relations, and grant applications assistant. The ideal candidate would have experience in not-for-profit arts charity, administration, Word and Excel. Quick Books is an asset. Knowledge of Indigenous culture, traditions and current issues relating to Indigenous communities. We seek interested applications that reflect diversity including ethnicity, culture, disability, economic, sexual orientation and gender identity.

ArtsCan Circle's **mission** is to confront the multiple realities and inequalities facing First Nations, Innu, Inuit and Métis youth in remote, northern communities. To convey one clear message to the youth: You are valued and your voices are important.

What Do We Do?

We open pathways of opportunities for First Nations, Innu, Inuit, and Métis youth to collaborate with artists, access instruments and artistic tools, and share their stories through creative expression.

How Do We Work?

- We listen and respond to what the community expresses as a need.
- We cultivate meaningful, long-lasting, respectful relationships.
- We are flexible and inclusive.

Operations Manager Job Description

General responsibilities

- 1) **Board Governance:** Work with the Executive Director in order to fulfill the organization mission as defined by the Board of Directors.
- 2) **Financial Performance and Viability:** Work with the Executive Director to develop sufficient resources to ensure the financial health of the organization.
- 3) **Organization Mission and Strategy:** Work with the Executive Director and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- 4) **Organization Operations:** Work with the Executive Director to and implement appropriate resources to ensure that the operations of the organization are appropriate.

Actual Job Responsibilities:

1. See that the board and ED is full informed on all things concerning the organization.

2. Finance

- Collect invoices and submit to Accountant for payment
- Work with Accountant to review/provide explanations/rectify discrepancies
- Collect all supporting receipts and invoices for credit card statements and bank statements.
- Oversee Trip Expenses, Artist Honorariums and Per Diems
- Cheque Banking and Tax Receipting

3. Budgeting

- Yearly Budget and Cash Flow Projects with the ED
- Strategize Funding Allocation with the ED
- Donor Relations – Thank you correspondence
- Canada Helps
- Retrieve and thank US Donations via Bethel Community Services Foundation

4. Funding

- Grant, Funding Research, Submission and Reports with the ED
- Participate in Funding Webinars

5. Other

- Database Management
- Write up the minutes/actions
- Update documents when needed
- Weekly meeting with the ED
- Check mailbox on a regular basis
- Assist in instrument inventory and on occasion—instrument drive and shipping.

Knowledge, Skills & Experience:

- Exceptional Interpersonal skills
- Excellent communication skills both oral and written
- Knowledge and experience with the Microsoft Word and Excel, database management and Google sheets and docs
- Strong time management skills
- A detail-oriented person
- Ability to manage multiple responsibilities and tasks simultaneously
- Knowledge and experience with budget preparation
- Strong analytical and critical thinking skills

Requirements: 2 – 3 years of work experience in administration duties.

To Apply:

Please send resume and letter of interest to Laura Vukson, Executive Director at:

executivedirector@artscancircle.org Only qualified candidates selected for an interview will be contacted.

Deadline for Applications: September 21, 2021. 5pm EST

Expected start date: October 4, 2021

Salary: \$25 per hour at 20 hours per week

Arrangements: This position is fully remote/working from home. We are accepting candidates from anywhere across Canada.

More Info: www.artscancircle.ca

Thank you for your interest and we look forward to connecting with you!

ArtsCan Circle's Mailing Address: P.O.Box 20013 RPO Landsowne, Toronto, Ontario