



Job Description: Administrative Assistant

Canada Summer Jobs Position (8 weeks)

Must be between 15 and 30 years of age

- Position:** **Administrative Assistant**
Summer Position, 35h per week. Some evenings/weekends may be required
- Reports to:** Program Director
- Rate:** \$14.25/h, plus 4% vacation pay
- Contract:** 8 week contract
- Apply:** By **June 15, 2021 at 5pm**, to admin@bsamcanada.ca. Only those selected for an interview will be contacted. If you require accommodations, please email us at admin@bsamcanada.ca

Job Summary:

Scadding Court Community Centre, in collaboration with Black Speculative Arts Movement (BSAM) Canada is looking for an **Administrative Assistant**.

BSAM Canada is a nonprofit based in Toronto, which aims to empower, elevate, and evolve outlets of representation for artists of Black African and Afro-Caribbean descent who push imaginative boundaries of Blackness within the arts and education industries.

The **Administrative Assistant** will ideally possess some experience performing administrative tasks, including correspondence, managing calendars, assisting with budgeting and accounting, and drafting policy or procedural documents. We are looking for someone who is preferably Toronto-based and Black or Indigenous to align with our mandate of providing opportunities for marginalized artists within the industry.

This will be a work from home position, with potential flexibility for in-person work should COVID restrictions be lifted.

Responsibilities:

- Work closely with BSAM Canada executive team
- Monitor or oversee the monitoring of a variety of account expenditures; maintain and reconcile budgets for various projects and advise and/or determine which expenditures are within the budget guidelines
- Provides administrative support to the executive team in areas such as maintaining the calendar and maintaining record-keeping systems
- Develop and maintain databases and/or spreadsheets
- Provide support by preparing and composing confidential correspondence, following up with contacts, screening and prioritizing mail

- Prioritize and arrange meetings and appointments for executive team, determine and prepare background materials if needed
- Able to offer solutions to help with the organization of documents

Qualifications:

- Either working towards a degree in Administration or strong knowledge of handling administration duties
- Knowledge and skill in accounting and budgeting procedures and techniques
- Skill in both verbal and written communication
- Skill in problem solving and decision-making
- Strong organizational skills
- Verbal and written proficiency in multiple languages as asset
- Own computer, access to internet and quiet workspace

Scadding Court Community Centre is an equal-opportunity employer.
Visit scaddingcourt.org to learn more about who we are and what we do.