



Moon Festival Administrative Assistant

This position will work with the Artistic Director of Still Moon Arts, the Moon Festival Director, members of the Still Moon Arts Board, and the summer team. It is designed to support the administrative and event planning needs of the Society while catering to the goals of the summer student. Through this job, the student will be able to build a deeper understanding of the daily administrative and artistic tasks required to run a small non-profit community arts organization and our major event of the year, which will be based on Birds for Canada's 150th.

Responsibilities

- Oversee event and activities agendas, scheduling, process, production schedules and onsite execution
- Respond to logistical needs of the lead event planner, including creating and maintaining event timeline
- Assist with various elements of event and conference operations including legal/government documents, personnel, entertainment, décor, and rentals
- Support Moon Festival team with maintenance of meeting minutes and spreadsheets
- Liaise with various stakeholders, sponsors, and partners to ensure all event requirements are met
- Maintain project documentation and improve archives, both online and hard copies
- Work with Artistic Director in grant writing and reporting
- Collaborate with summer team to support Still Moon programs, activities, and outreach including Birds Birds Birds!

Qualifications

- Post-secondary studies in marketing, event planning, nonprofit management, communications, geography, psychology, english or other related field an asset.
- Knowledge and experience with community event planning
- Excellent organizational skills, including time management and prioritization
- Creative capacity for designing social experiences that value connection and belonging through the arts
- Able to work independently, set own deadlines, and take initiative
- Excellent written/verbal communication; second language an asset
- Demonstrated ability to adapt to varying work environments
- Proficiency in Office Suite, Google, Wordpress, and Mailchimp.

Job Details

Salary: \$15.00/hour

Schedule: TBD based on Canada Summer Jobs official confirmation.

Includes some evenings and weekends.

Location: Renfrew-Collingwood community, Vancouver

Please submit your resume and cover letter to **Crecien Bencio** at **crecienbencio@gmail.com**.

*****PLEASE NOTE** that an internal candidate has already been identified for this position, though we will still be conducting interviews.*******

Still Moon Arts is an equal opportunity employer. We encourage individuals from a variety of backgrounds to apply, including LGBTQ folks, women, Aboriginal folks, and people from visible minorities.