



**Creating
Art &
Community**

MISSA INTERNATIONAL SUMMER SCHOOL OF THE ARTS

ADMIN ASSISTANT AND MEMBERSHIP/VOLUNTEER COORDINATOR

info@missa.ca

About MISSA

The MISSA International Summer School of the Arts is a non-profit arts organisation that has been providing high calibre specialised workshops for artists, teachers and adult art students since 1984. MISSA offers a wide variety of art workshops taught by local, national and international instructors who engage with students in an intense multi-disciplinary environment. MISSA welcomes students from around the world to participate in an artistic immersion for two weeks every summer. Previously held in Metchosin, the MISSA Summer Arts Program currently takes place at Shawnigan Lake School. MISSA 2024 will run July 12 - 26.

Job Description

- Hours: 520 hours per year, flexible schedule
- Pay Grade: \$20 per hour + statutory benefits
- Position: Part-Time Employment
- Location: Victoria, BC (Mixed in-person and remote) and Shawnigan Lake, BC, during Summer Arts Program (meals and accommodation included).

Primary Purpose

The Admin Assistant is responsible for day-to-day office administrative support as needed by the Executive Director, including volunteer and membership communication, and on-site coordination during the MISSA Summer Arts Program.

Key Responsibilities

Admin Assistant

- Assists Executive Director in day-to-day activities of planning, launching and coordinating the MISSA Summer Arts Program, as needed, including:
 - Monitoring inbox (will have the responsibility of a MISSA laptop)
 - Supporting fundraising auctions and events
 - Supporting social media initiatives
 - Special projects as assigned by the ED or Board of Directors
 - Updating and monitoring the online store
 - Other duties as required

Membership Liaison

- Maintains an up to date list of current Friends of MISSA
- In charge of the communication with Friends and the annual renewal of memberships
- Sources community benefits / perks for members

Volunteer Coordinator (Seasonal)

- Coordinates existing volunteers, recruits and welcomes new volunteers via email, social media leading up to and on-site during the MISSA Summer Arts Program at Shawnigan Lake School
- Supports in the creation and coordination of volunteer schedule

Required Qualifications

- A minimum of one year of administrative assistance and/or office experience
- Experience working with volunteers and/or students of all ages a plus
- Experience working with non-profits a plus
- Familiarity and/or experience with MISSA and its Summer Arts Program is a plus



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Knowledge/Skills/Abilities

- Strong organisational, customer service and communication skills (oral and written)
- Strong interpersonal skills and ability to interact in a friendly and supportive manner
- Commitment to maintaining confidentiality
- Knowledge of Google Workspace, Microsoft 365, Square POS, and other administrative computer programs
- Knowledge of basic bookkeeping and accounting software like Xero, preferred to have, but not mandatory

Contacts

- Works closely with MISSA Executive Director, members, and volunteers

Level of Responsibility

- This position requires the ability to work independently, take initiative and to seek input when needed.
- During the 2 week Summer Arts Program, this position is responsible for the volunteer schedule and MISSA front desk. It also requires the ability to work well under pressure to ensure the smooth and efficient running of events.

Physical and Sensory Demands

- The work at times involves deadline pressures and changing or multiple priorities with concurrent demand for thoroughness and accuracy.
- The role once per year requires travel to our Summer Arts Program location (currently Shawnigan Lake School) and extended and/or non-traditional hours in order to set up, take down event materials, and coordinate volunteers. Accommodation and meals are included.

Applications accepted until **March 31, 2024**. Position to start as soon as a successful applicant is found.

Please submit a cover letter and resume via email to ed@missa.ca with your intent to apply. Printed applications can also be dropped off at the MISSA office at 770-B Hillside Ave, Victoria.

Upon acceptance of a job offer, the applicant agrees to a successful criminal background check.