



JOB POSTING

Zenon Park Community Partners is looking for a self-motivated, energetic and professional Office Administrator starting July 2019 (date negotiable)

Minimum 20 hours/week up to full time hours during peak times such as week of Fundraisers.

Wage negotiable dependent on education and experience. On the job training available.

Training and/or experience in Microsoft word, Excel, QuickBooks and bookkeeping are an asset.

Job description:

1. Administration
Manage all administrative affairs of the Corporation as directed by the Management
Support/coordinate the work of the Committees
Respond to Corporation correspondence and member/client inquiries
2. Research/Authoring
Publish Press Releases when required.
3. Financial Services
Manage the Finances of the Corporation, along with the accountant/bookkeeper, as directed by the Board and management through the budget.
Perform minor accounting duties required by the Corporation (e.g. Issuing and paying accounts, etc.)
Purchase services, insurance, office supplies, etc. as needed by the Corporation
Prepare and present Grant applications as required.
4. Event Planning
Coordinate events hosted by the Corporation each year (e.g. Strategic planning session, annual meeting, information seminars, etc.).
Represent the interests of the Corporation on partnered event planning committees.
5. Marketing
Support for the Fundraising & Marketing committee preparing and coordinating fundraising materials. Oversee radio advertising.
6. Project Development
Manage and undertake project development activities of the Corporation as directed by the Board as mutually agreed upon by the Board of Directors.

Please call Bonnie @ 306-769-7522 for more information or email your resume to zpcp@sasktel.net