

PROGRAM & ADMINISTRATION ASSISTANT

As a key part of the Saskatchewan Band Association staff team the Program & Administration Assistant will provide overall administrative support to volunteer and contract staff program leads as well as the CEO to help ensure smooth operation of SBA programs. The Program Administration Assistant will carry out the following job duties:

Program Administration & Staff/volunteer Support

- Provide music background and music education expertise to CEO and others as needed to support program development
- In consultation with program team and contract leads, establish and support program administrative systems
- Support overall program administration and promotion efforts including coordination of program information gathering for promotion mailings and online program registration system management
- Process program registrations, both online and manual, for SBA programs as needed
- Respond to email and telephone inquiries with special focus on program related communications and/or forward messages to appropriate volunteer/staff.
- General office duties such as typing, filing, organizing supplies, photocopying etc.

Data Management

- Ensure program information on SBA website is informative, user friendly and up to date
- Support Program contract staff, lead volunteers and others in use of website/database system to aid in program and event promotion and online registration.
- Support contract staff/volunteer leads in program related data gathering and reporting
- Support CEO in all aspects of program funding applications and follow-ups as needed
- Manage Band Camp scholarship and financial assistants requests
- Support program communications including electronic newsletters, Facebook and Twitter account updates

Job duties are flexible and may change as needed.

Additional Details:

- Generally 15 – 18 hours per week with flexible hours.
- \$13.00/hour
- Part time during school year with potential of full time in summer

To apply for the Program & Administration Assistant position send your cover letter and resume to:

Suzanne Gorman
CEO
Saskatchewan Band Association
ceo@saskband.org