

## **Communications & Administrative Assistant Job Posting**

### **Job Title: Communications & Administrative Assistant**

**Organization:** Organization of Saskatchewan Arts Councils (OSAC)

**Position Type:** 28 hours per week; Four 7-hour days. Permanent.

**Location:** Regina, Saskatchewan

**Benefits:** Full benefit package including 16 days (4 Weeks) annual vacation to start.

**Salary:** \$30,000 Annually

### **About OSAC:**

The Organization of Saskatchewan Arts Councils (OSAC) is a volunteer-driven, community-based non-profit arts organization dedicated to promoting and supporting the arts throughout Saskatchewan. OSAC collaborates with its members to curate and present a diverse array of performing arts concerts and visual arts exhibitions across the province.

### **Job Description:**

OSAC is seeking a motivated and creative individual to join our team as a Communications & Administrative Assistant. This position will play a vital role in enhancing OSAC's communications, social media presence, and providing administrative support for our programs and initiatives. The ideal candidate will be highly organized with a passion for the arts, excellent communication skills, expertise in social media, and proficiency in administrative software.

### **Responsibilities:**

#### **Communications:**

- Implement a comprehensive communications strategy that includes Press Releases, Email Newsletters, and Social Media, ensuring accurate, compelling content that aligns with organizational messaging and branding to engage our audience effectively.
- Analyze communications metrics, adjusting strategies for optimal results.
- Manage contact lists, subscribers, and media lists.
- Create digital and print materials including the Annual Report, Conference Program Guide, Posters, and more using Adobe Photoshop, InDesign, and Canva.
- Manage the production process of print materials by working with professional printers and overseeing in-house printing.
- Collaborate with others to gather content, incorporate feedback, and ensure brand consistency across all communications materials.

#### **Social Media Management:**

- Develop and implement social media strategies to promote OSAC's events, programs, and initiatives across various platforms.
- Create engaging content (graphics, videos, and written posts) using tools such as Canva, Adobe Creative Suite, and other software.

- Monitor social media channels, respond to inquiries and comments, and maintain a consistent brand voice.
- Analyze social media metrics, assess performance, and identify areas for improvement.

**Administrative Support:**

- Assist with the coordination and execution of OSAC's programs, events, and exhibitions.
- Maintain accurate records and databases, including archives, contact information and program evaluations.
- Prepare correspondence, documents, surveys, and slideshows for programs and events.
- Conduct research projects, create resources, and informational materials as needed.
- Process incoming and outgoing mail, respond to phone and email inquiries.
- Provide general administrative support to the OSAC team, including filing, taking meeting minutes, proofreading, and ordering office supplies.

Other duties as assigned.

**Qualifications:**

Bachelor's degree in arts administration, communications, marketing, or a related field preferred, or equivalent experience.

Previous experience in social media management, and/or administrative support roles is an asset.

Strong knowledge of social media platforms and graphic design tools, including Canva, Adobe Photoshop and InDesign, and Office 365.

Excellent written and verbal communication skills, with a keen eye for detail. Strong copywriting and copy-editing skills, with the ability to craft clear, concise, and engaging content for diverse audiences. Fluency in English is required for this position.

Highly organized with ability to multitask, prioritize workload, and manage time effectively.

Self-motivated with ability to learn new technologies and best practices.

Creative with a good eye for graphic design.

Ability to work well both independently and collaboratively with others.

Passion for the arts and a commitment to supporting Saskatchewan's cultural community.

Experience working with volunteers and community-based organizations is desirable.

**Schedule:**

This is a position requiring 28 hours per week. This may be a hybrid work-from-home position, with a minimum of Tuesdays and Wednesdays in the office. Specific schedule may be flexible and can be discussed during the interview process.

Although minimal travel will be required, availability during the conference weekend in October is imperative.

The Position will begin July 15, 2024

**How to Apply:**

Please submit a resume, cover letter, and any relevant work samples or portfolio demonstrating your experience in social media management, graphic design, and/or administrative support to [kevin@osac.ca](mailto:kevin@osac.ca). In your cover letter, please also include your availability and why you are interested in joining OSAC.

**Deadline for Applications:**

Applications will be accepted until midnight Saskatchewan time April 30, 2024.

OSAC celebrates diversity and equality. Applicants will not be discriminated against because of race, colour, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, or any other applicable characteristics protected by law.

OSAC welcomes everyone to apply, especially those individuals who are underrepresented in the non-profit and arts field. If you have questions or concerns about this position, please contact Kevin at (306) 586-1220 or by email at [kevin@osac.ca](mailto:kevin@osac.ca)