

JOB POSTING

Project Manager / Administrative Assistant – BC Choral Federation

Application deadline: September 20, 2024



The BC Choral Federation is hiring a Project Manager / Administrative Assistant on a part-time contract. To be eligible, candidates must:

- be a resident of British Columbia,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

PROJECT MANAGER / ADMINISTRATIVE ASSISTANT RESPONSIBILITIES: In addition to management of already-established BCCF projects, the intent of this position is to extend the core functions of the BCCF office and to work closely with the Executive Director, Communications Coordinator and BCCF Administrator in the following areas:

- membership services using SUMAC membership software and dealing with incoming email queries
- coordination of fundraising raffle(s), working with RaffleNexus (on-line provider)
- province-wide workshop coordination working with BCCF choirs and board members
- management of the BCCF physical and virtual library projects, including integrations with Wordpress and WooCommerce
- provide support as needed for core BCCF projects: Chorfest (children, adult, seniors), BC Youth Choir, BC Teen Choir, Choral Stage children's summer camp, Choral Da Capo conducting course, and out-of-town guest artist presentations,
- BCCF Board and BCCF Executive Committee meetings.

JOB REQUIREMENTS and QUALIFICATIONS: BCCF contractors work remotely from their home office, which requires a personal computer/laptop/tablet with internet access. Candidates need to be able to work unsupervised and must have the flexibility to travel in BC for work. Familiarity with the choral culture of British Columbia and non-profit administration experience would be assets. Candidates will have good communications skills and experience with a suite of office software (spreadsheets, data processing, word processing, Zoom videoconferencing). As candidates will be required to work independently on various projects, positive attitudes and taking on the responsibility of setting goals and priorities are essential. When working on projects with others, teamwork skills will be critical – respect for the needs of others, leading or supporting when necessary, conflict resolution, accepting and providing feedback, are all important.

JOB LOCATION: Work at home and work at St Mary's Kerrisdale Anglican Church, 2490 West 37 Avenue, Vancouver, which is the current location of the BCCF physical music library, plus periodic travel to workshop locations in BC.

SUPERVISION & REPORTING: Candidates will receive on-the-job training in person or remotely. Candidates are required to discuss and obtain approval ahead of time for the level of involvement in all projects and to report on all work assignments upon completion. In general, contractors are expected to work independently, taking initiative regarding a range of activities, priorities, and scheduling, and being responsible for frequent reporting. A written monthly report of hours and work accomplished is required, reporting to the Executive Director and Administrator. For the BCCF Board and Executive Committee, candidates will submit summary reports of time spent in providing their services to each Board and Executive meeting as an accounting of current work.

HEALTH AND SAFETY: Basic safety precautions would be taken in all workplaces. As the paid workers for BCCF conduct business from their homes, there is no formal safety program beyond the stipulations of the BC provincial health officer.

HOURS AND REMUNERATION: The hours are part time and flexible. This contract position is for \$12,000 annually, paid in instalments of \$1,000 monthly.

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HOW TO APPLY: Applications, including a letter of interest and brief resume, should be sent by email to Willi Zwozdesky, Executive Director, BC Choral Federation: bccf@bcchoralfed.com.