



JOB OVERVIEW

We are currently seeking a full-time, permanent **Administrative Assistant & Communications Coordinator** to provide support to our Executive Director. In this role, the successful candidate is expected to enhance the efficiency of the Documentary Organization of Canada (DOC) by providing a range of administrative and communications services in support of the National office.

WHAT YOU WILL DO

- Explain the benefits of membership to prospective and renewing members
- Manage the membership database and produce monthly membership reports
- Regularly update the DOC website with new content
- Manage DOC's social media accounts and calendar
- Assist in the implementation and maintenance of DOC initiatives; such as membership surveys, advocacy and publicity campaigns
- Assist the Executive Director in preparation for monthly board meetings; other scheduled meetings, take minutes and provide documents to board members as necessary
- Maintain all paper and electronic files related to DOC's business
- Support in completing grant applications, and write DOC newsletters and social media posts
- Other administrative tasks, as needed
- Liaise with Bookkeepers to complete monthly Accounts Payable;
- Work with ED to draft partnership, grant and sponsorship proposals
- Work with Advocacy and National Programming Committees to conduct research, draft working documents for policy decisions, and support DOC advocacy consultant
- Support Festival Concierge consultants in scheduling and logistics

WHAT WILL YOU BRING

- 2+ years' of progressively responsible administrative experience in an office environment
- Considerable experience with CMS (Drupal, Wordpress), MS Office (Word, PowerPoint, Excel, and Outlook), as well as Canva, or another similar design software and Mailchimp
- Excellent communication skills (verbal/written/comprehension)
- High degree of accuracy and attention to detail
- Ability to prioritize tasks
- Strong organization skills
- Excellent interpersonal skills
- Sensitive to issues of confidentiality and a high sense of urgency
- Ability to work effectively in an intimate, fast-paced team

- Proficiency in marketing via social media
- **Bilingualism in English and French is an asset**

WHAT YOU CAN EXPECT FROM US

- Collaborative and friendly team environment
- Passion for the cultural industries in general, and the documentary format in particular
- Salary range \$35-\$40k (commensurate with experience)

If you are passionate, committed and dynamic – we want to hear from you! Please submit your resume and cover letter, in confidence, by emailing hire@docorg.ca before **March 11th, 2020 at 5pm.**

Only qualified candidates selected for an interview will be contacted.

By applying to this position, you are confirming you possess either a Canadian Citizenship, permanent resident status, or work permit.