



Job Opportunity – Administrative Associate

The Winnipeg Folk Festival is seeking an Administrative Associate to join its team. This individual plays a critical role in supporting the work of the Executive Director, the Staff, and the Board of Directors by managing the smooth functioning of the office and enthusiastically providing administrative support to these Festival stakeholders.

Reporting directly to the Executive Director, and working closely with the Board of Directors, the Administrative Associate has exceptional organizational and communication skills. Experience answering customer inquiries and working in a fast-paced office setting are assets. Applicants must have experience handling confidential information.

Salary is commensurate with experience. To apply, please email resume, cover letter, and list of references to resume@winnipegfolkfestival.ca by March 23. Include Administrative Associate in the subject line.

For full description, please see www.winnipegfolkfestival.ca

Only those applicants asked for an interview will be contacted.

Specific Responsibilities include:

Office Coordination

- Oversee the smooth functioning of the common office area, machines and systems.
- Welcome visitors, answer phones. Redirect inquiries as may be appropriate. Relay messages to staff in timely manner.
- Assist in coordination, training and staffing office volunteer needs.
- Collaborate with Marketing Manager to ensure website is up to date and accurate. Help reply to FAQs. Oversee answers to info@winnipegfolkfestival.ca inquiries
- Ensure that front reception is adequately staffed during office hours, with the help of summer students, volunteers, and occasional staff.

- Maintain and update personnel manual, office systems instructions and needed.
- Receives and distributes mail and shipments

Board, Staff, and Executive support

- Ensure efficient administrative support to Executive Director, including preparation of correspondence, reports, minutes, proposals, confidential materials, and other related documents.
- Screen all calls to the Executive Director, assist in re-directing calls when appropriate.
- Help coordinate the Executive Director's schedule, including booking appointments, travel and accommodation arrangements, and compiling meeting documents.
- Assist Executive Director by making necessary arrangements for meetings, preparing agendas and supporting information packages.
- Provide support services to the Board of Directors and Committees such as: meeting organization, adequate and timely documentation for meetings, recording and circulating minutes, follow up on matters relating to the Board and Committees.
- Support the Executive Director and Board of Directors by ensuring the preparation and timely distribution of information for all Board meetings. Communicate with Board members (via telephone, email, etc.) as directed and completes related follow up.
- Organize logistics for Board meetings. Ensure Board signatures are obtained promptly as required.
- When need, handle inquires and requests for the Executive Director from staff, other organizations, members of the public, funding partners, government agencies, elected officials, Board and Committee members, etc.
- Keep organization's calendar up to date.
- Post all job advertisements, help intake application