



CSDA/CCAD ADMINISTRATOR (PART TIME CONTRACT)

The Canadian Society of Decorative Arts (CSDA/CCAD) was founded in 1981 as a non-profit charitable organization to provide a forum for those interested in the study, appreciation and promotion of the decorative arts in Canada through programming and publications. First published in 2006, *Ornamentum* magazine is CSDA/CCAD's flagship publication.

For more information about CSDA/CCAD, please visit: www.csdaccad.org

WORK

The Administrator's role is primarily to manage and coordinate the operations of the CSDA in order to provide effective service to CSDA/CCAD Members and subscribers of *Ornamentum* magazine; and administrative support to CSDA/CCAD events, including the annual Symposium and the website. The Administrator reports to the CSDA/CCAD President of the Board.

RESPONSIBILITIES

(i) Membership Coordination

Works with the Membership and Communications Chairs to execute membership policies and provide good Member service.

- Maintain the membership database – new and renewal updates, changes of contact information, event participation, manual data entry for special memberships (complimentary, honorary) and donations. The Society uses Wild Apricot Web/database platform to manage content.
- Communicate with members directly as needed through email (info@csda-ccad.org).
- Produce mailing labels for membership mailings and mail membership related material.
- Prepare reports as needed.

ii) Magazine Support (Twice Yearly Publication)

- Oversee delivery/subscription fulfillment (in collaboration with Circulation & Advertising agent).
- Maintain the subscription database – new and renewal updates, changes of contact information.
- Request cheques for payments to writers and editorial team members.
- Generate invoices for advertisers once the magazine issue is printed with the tear-sheet and copy of the magazine.

(iii) Office administration

- Maintain office supplies and CSDA/CCAD print materials: letterhead, envelopes, membership brochures, etc.
- Upload files to general *Google Drive* central filing system (agreements, correspondence, meeting minutes and related material, etc.).
- Work with Bookkeeper, Treasurer and President on an as needed basis.
- Performs additional functions as assigned.

(iv) Website

- Website management, to update content on our Wild Apricot platform.
- Grow our email subscriber list with the help of the Newsletter Editor by testing sign-up modals and forms across the CSDA/CCAD website.

(v) Event and Annual Symposium Support:

- Help set-up the event information for registration in Wild Apricot and on Eventbrite.
- Track participants and prepare excel spreadsheet with names of registered participants through Eventbrite or register in Wild Apricot.

CANDIDATE PROFILE

Working from a home office, the ideal candidate will be highly organized, detailed-oriented, and self motivated and will have:

- Ability to take initiative and work independently on a wide range of projects simultaneously and effectively with minimal supervision.
- Excellent writing and editing skills in English, with French being a significant asset.
- Knowledge of the many social media platforms (Twitter, Instagram, Facebook, etc.) to help promote the CSDA/CCAD and *Ornamentum* magazine (print/digital).
- Knowledge of or willingness to learn Wild Apricot web and database platform and Eventbrite.
- Some knowledge of accounting practices.

Compensation: \$20/hour to provide administrative duties to a maximum of **7 hours per week** plus related expenses to be paid with proper receipts. Additional work hours will be anticipated in the following years. This is a part-time contract position; details of work and time sheet required monthly with invoice. Candidate should be based in Toronto.

Interested candidates should forward their letter of intent and résumé to gilleslatour@cda-ccad.org by **Friday, July 5, 2021**. Please call Gilles Latour with any questions about the process: 416-910-7849.

We thank all applicants for their interest. Only those selected for an interview will be contacted.