



## **CSDA/CCAD ADMINISTRATOR (PART TIME CONTRACT)**

The Canadian Society of Decorative Arts/Cercle canadien des arts décoratifs (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](http://www.csdaccad.org)

### **WORK**

The Administrator's role is primarily to manage and coordinate the operations of the Society in order to provide effective service to members and subscribers of *Ornamentum* magazine; and administrative support to events, including the annual Symposium and the website. The Administrator reports to the 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) 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](mailto:info@csda-ccad.org)), including monthly follow up about membership renewal.
- Produce mailing labels for membership mailings and mail membership related material.
- Prepare reports as needed.

#### **ii) Magazine Support (Twice Yearly Publication):**

- Process new and renewing subscribers with a membership kit and send magazines as required.
- Oversee delivery/subscription fulfillment (using Wix CMS) in collaboration with Circulation & Advertising agent.
- Maintain and update the mailing list in advance of each issue being mailed out.
- Administer mailing to members and subscribers twice annually.
- 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.
- Provide administrative support for Board of Directors, committees, and Honorary National Council meetings by setting up zoom calls, etc.

- Manage the CSDA and *Ornamentum* Gmail email accounts.
- Upload files to general *Google Drive* central filing system (agreements, correspondence, meeting minutes and related material, membership and subscription letters and notices, etc.).
- Work with Bookkeeper, Treasurer and President on an as needed basis.
- Pick up mail from the Post Office biweekly and manage the Storage Locker Access (if employee lives in Toronto).
- Assemble mailings and ship holiday ornaments or other products, as required.
- Perform 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.
- Update the website with current information about events, members, institutional members, as required by various Board Committees and Ornamentum.
- Review database and records for errors and archiving routinely.

**(v) Event and Annual Symposium Support:**

- Help set-up the event information for registration in Wild Apricot and on Eventbrite.
- Provide administrative support to set up and deliver program events and the Ornamentum Lecture Series on the CSDA Website, Eventbrite and Mailchimp.
- Track participants and prepare excel spreadsheet with names of registered participants through Eventbrite or register in Wild Apricot. Forward final registration list to Program Committee or the event planning lead the day before an event.
- Follow up with non-members registrants about program fee and membership.
- Record events with zoom. Edit and upload recordings on Vimeo web portal. Send registrants email after event with website link for recording.
- Move the event information on the website to the past event page, and post the recorded event on the CSDA website for members only.

**(vi) Financial Administration Support:**

- Prepare and post receipts, invoices for all auction recipients, refunds.
- Create and process cheque requisitions if no invoice is received.
- Scan receipts for bookkeeper.
- Process credit card payments.
- Make cheque deposits at the Bank or through the TD Mobile App or in person.
- Manage payments for all speakers and suppliers.
- Track and follow up on all payables and receivables.
- Update payments for website and Ornamentum URL addresses annually.
- Prepare reports for bookkeeper (e.g., Square).
- Create and report tax receipts for all donations in database and send to Bookkeeper.

**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 as well as knowledge of Square and PayPal payment systems.

**Compensation:** \$22.50/hour to provide administrative duties to a maximum of **14 hours per week** plus related expenses to be paid with proper receipts (office supplies). Additional work hours may 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 and work from a home office.

Interested candidates should forward their **letter of intent** and résumé to [info@csda-ccad.org](mailto:info@csda-ccad.org) by **Friday, May 26, 2023**. Only résumés with cover letters will be reviewed. Please email [info@csda-ccad.org](mailto:info@csda-ccad.org) with any questions.

The CSDA/CCAD looks to support a broader mandate of diversity and inclusion.

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