



Zorra Caledonian Society

Job Description

Title:	Coordinator
Term:	Contract, reviewed annually
Reports To:	President of the Society
Date Revised:	November, 2017

Job Purpose

To provide effective and efficient administrative support functions to the Society. The coordinator will serve as the backbone of the Society, ensuring that the various components of the organization are kept informed and organized while carrying out the monthly work of the Society between meetings.

Primary Responsibilities

- Prepares agenda packages for the Board and General Meetings.
- Prepares outgoing communications and responds to incoming correspondence as directed, including managing emails that come to info@embrohighlandgames.ca
- Takes accurate minutes of the Board and General Meetings while in attendance and distributes as required.
- Creates and maintains database of memberships, including new sales and renewals. Tracks the Ontario Volunteer Service Awards database so volunteer years of service are recognized.
- Helps with managing all events, including the Embro Highland Games and St. Andrew's Night Banquet, and any special events from time to time.
- Annual General Meeting (AGM) preparation in partnership with the Board of Directors.
- Completes all projects and special assignments by establishing objectives and priorities, maintaining cooperation with all stakeholders.
- Monitoring progress, and bringing to completion the various projects.
- Is capable of handling advertising, print and social media campaigns.
- Performs other assigned functions, as required.

Qualifications

- College diploma or University degree
- Experience as an assistant to an Executive Director or Event Coordinator would be an asset.



- Ability to work from a home office with limited direct supervision.
- Proficiency in general office equipment and computer software applications, including Microsoft Windows and Microsoft Office Suite.
- High level of interpersonal, communication and customer service skills.
- Ability to prioritize workload, meet deadlines, be detail oriented and accurate.
- Ability to learn quickly and adapt to a dynamic environment.

Compensation:

- 250 hours per year at \$20 per hour – hours may vary from month to month.

Working Conditions

- Three-month probationary period
- Office environment; works with computers and other office equipment

Physical Requirements

- Essential functions may require maintaining physical condition necessary for performing prolonged sitting at computer work station or in meetings as well as occasional walking and standing
- Potential for repetitive keyboarding

To Apply:

- Submit a resume detailing your education and work experience with a cover letter explaining why you would be a great fit with the Zorra Caledonian Society to info@embrohighlandgames.ca by December 31, 2017.