

The Toronto Blues Society is looking for an energetic and friendly Administrative Assistant Trainee to provide a professional and positive impact when working with an arts community. The position is well suited for a candidate considering future employment in the music sector or non-profit sector.

As this position is based on Miziwe Biik grant, the candidate must identify as being from a First Nation, Métis or Inuit background.

Position Overview: The Toronto Blues Society is a membership-based charitable organisation that advocates for & promotes the Blues music. Your primary responsibilities will be to provide support with day-to-day administrative support to the General Manager which includes correspondence, communications, event organization, and research. You will also provide communication & support to the rest of the team and to the Board of Directors. Your willingness to learn, professionalism, passion and commitment to teamwork will contribute to an enriching experience.

*NB: During COVID-19 restrictions you will need to work from home for most of the time. There may be instances that you will need to attend the TBS office or another location. Should this be necessary all safety measures **COVID-19 precaution(s)** would be adhered to.*

Summary of Function: Under the overall supervision of the President with day-to-day duties overseen by the General Manager, the Administrative Assistant Trainee will support all TBS initiatives including the monthly magazine, weekly e-news, websites & database updates, educational programs, talent development programs, community events and workshops, as well as the biennial international conference, the annual national Blues Awards at Koerner Hall, and the Women's Blues Revue at Roy Thomson Hall.

Responsibilities: Support day-to day program & operations delivery with some administrative duties that require strong computer skills. Liaise with committees when necessary and attend meetings which can be once a week or more via Zoom or in person when regular activities resume. Help with research and edits of monthly newsletter & weekly e-news. Communicate with members of the public & other stakeholders. Attend public events virtually or in person. Support the General Manager with the organizing of community focused public events that take place either in person or virtually. Support the General Manager in all operations & project-based work. Research and help with outreach to various communities including artists, music industry & audiences. Creating, maintaining, and entering information into databases. Website updates. Maintain confidentiality with the information entrusted in the duties.

Qualifications:

- Must identify as being from a First Nation, Métis or Inuit background.
- Good written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Ability to take initiative and open to learning. Versatile & adept.
- Good organizational and time management skills.
- Hands on experience with various software including but not limited to: MS Office, Dropbox, Google Suite, Zoom etc.
- Flexible to increase hours as needed.
- Knowledge of Constant Contact & SurveyMonkey is not necessary but eager to learn would be an asset.
- Experience with Wordpress or another website management system is an asset.
- Database management experience is an asset.
- Project management experience is an asset.

The Toronto Blues Society is an equal opportunity employer.

Contract to end March 31, 2022.

Hours: 35 per week

Job Type: Full Time

Salary: \$18.00 per hour

